



**COTTESLOE PRIMARY SCHOOL
BOARD MEETING MINUTES**

Date	16/05/2023	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

Attendees
Melanie Love, Graham Dart, Brad Boyle, Tina Hall, Marlon Cooray, Jane Lowther, Lina Harvey, John Toll, Denise Johnson, Brooke Barnett and Mylke Barlett (Via Teams)

Apologies
Courtney Bridge, Aleisha Niebieszczanski, Karren Webster,

Item	Description	Lead	Discussion and Report	Action
1	Welcome Acceptance of previous minutes	Chair	<ul style="list-style-type: none"> • Acknowledgment of Country • Principal welcomed Board members and commenced meeting. • Declared a quorum and no conflict of interest. • Minutes adopted from Mar Meeting 	Discuss and Endorsed
2	Previous Meetings and Action	Chair	<ul style="list-style-type: none"> • Previous meeting minutes endorsed by Mel and Graham. • Actions: Terms of Reference discussed further amended re clause co-opted member: <ul style="list-style-type: none"> ○ Look at Board diversity 	Review and Discuss

			<ul style="list-style-type: none"> ○ Look for candidates ○ Ellie Thompson, former Cottesloe student, Aboriginal Person, Graham asked her speaking with year 6 students, possible Board candidate ○ Endorsed the Terms of Reference by Board <ul style="list-style-type: none"> ● Board Letter yet to be completed by Mel/Graham 	
3	Specific Items	Chair	<ul style="list-style-type: none"> ● Program of Works for Kindy <ul style="list-style-type: none"> ○ Costing for Painting and Kindy ○ P&C to review numbers and approve <ul style="list-style-type: none"> ▪ Painting 50% ▪ Fencing 100% ● Limestone works quotes at \$9K to \$15K Contractors stating the job too large or too small. <ul style="list-style-type: none"> ○ Limestone around the sand pits in the ELC and Long jump pit. ○ Tina/Marlon to check possible contractors ● Fort replacement <ul style="list-style-type: none"> ○ Adventure Plus looking to quote ● Finance: <ul style="list-style-type: none"> ○ Declare Solvent ○ Finally received the disability allocation for our 	<p>Review and Discuss</p> <p>Discuss</p> <p>Discuss</p>

		<p>students</p> <ul style="list-style-type: none"> ○ Dashboard shows \$250K cash at bank. ○ About \$1 73K is for disability services. ○ Disability payments to cover the costs of the 2 x nurses. ○ There is a small shortfall in the budget for support services. <p>Sub-committees</p> <p>Infrastructure –</p> <ul style="list-style-type: none"> • Survey completed on 6 May 2023 • Waiting on survey report to come back. To follow up next week • Once survey data received, look to modify the Scope of Works taking on the survey data • Mel to ring around other school for possible contacts <p>School Risk Register</p> <ul style="list-style-type: none"> • Delayed to next meeting. <p>School Light Show</p> <ul style="list-style-type: none"> • P&C have \$88K in bank? • Set 24 Feb 2023: Drone show was successful 	Discuss
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			<ul style="list-style-type: none"> • Funding was supported by local councils for \$18K 	
4	Reports and Operational Matters	Principal	<p>Principal's Report</p> <ul style="list-style-type: none"> • Staff disruption due to leave <ul style="list-style-type: none"> ○ Caroline Brades Out for Terms 3 and 4 ○ Mrs Green going on leave ○ Lisa Davies leaving next term. ○ Courtney Returns in Term 3 • Number other teachers have the potential to return to the school later in the year and next year. <ul style="list-style-type: none"> ○ Discuss staffing issues and messaging to parents. • New Classroom Site – Oval South side of the Music Room <ul style="list-style-type: none"> ○ To become Japanese class ○ Creative and innovation space • Kindy Building Painting and refurb commencing • ECE Refurb Fencing and sand pits • Parking <p>Movement and Improvement</p>	<p>Discuss</p> <p>Review and Discuss</p>


		<ul style="list-style-type: none"> • Raise Academic Standard • P&D has a focus on top 25%. Staff asked to identify, students, how identified, what the target is, strategy to address the need • Term 2 Assessment data <ul style="list-style-type: none"> ○ Assessment schedule for whole school data collection ○ This data is used to make school wide decisions ○ Results feedback to the Board ○ ERG helped our school to progress to this level of assessment ○ The types of assessments are being reviewed regularly to consider relevance • Letters and Sounds- not a complete data set <ul style="list-style-type: none"> ○ Term 1 Term 2 ○ PP Not assessed ○ Year 1 15% at risk <ul style="list-style-type: none"> ▪ 10% Above ○ Year 2 22% below 11% below <ul style="list-style-type: none"> ▪ 36% above 31% Well above ▪ School actions are showing positive results. • Multilit Data. <ul style="list-style-type: none"> ○ 5 students (year 3 and 4 students) are finishing off 	<p style="text-align: center;">Review and Discuss</p>
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		<p>from last year.</p> <ul style="list-style-type: none"> ○ 13 new year 2 students have been identified as students who will benefit from Multilit. Four of those are new to the school this year. Of the remaining 9, 6 were identified as at risk (they were significantly lower than others) on the On-Entry Assessment in PP. ○ Those 6 students are also receiving intervention from Chelsea and Shelby this term. ○ There are no new students from year 3 this year. ○ There are enough volunteers to run the Multilit program <ul style="list-style-type: none"> ● Whole School Writing and Reading assessment completed in the next 2 weeks ● Student numbers are back to predicted numbers, with a positive increase in Kindy enrollments. <p>Future Learners</p> <ul style="list-style-type: none"> ● Develop students and staff to be curious and adaptive <p>Emerging Leaders</p> <ul style="list-style-type: none"> ● 4 staff attending ● Brooke provided feedback on the program. 	<p>Discuss</p> <p>Review and Discuss</p>
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		<p>Embrace Aboriginal Culture and Perspective</p> <ul style="list-style-type: none"> • Improve understanding of the histories, cultures, languages and perspectives of Aboriginal people. • NAIDOC Celebrations connected to Science • Sorry Day and Reconciliation Week acknowledged starting next week. • Uluru Statement <ul style="list-style-type: none"> ○ Looking to incorporate into school training activities, continuing on from the Blanket ceremony. ○ Finding our Heart: Kids Book version available. ○ Board <p>Mind and Body</p> <ul style="list-style-type: none"> • Enhance student and staff wellbeing. • Wellbeing Week • Winter Sports • Cross Country Training • Coast Care Activities -Year 4 and 5 continue in Term 2 • Astronomy Camp – a great success. 	
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		<p>Aspiration and Inspiration</p> <ul style="list-style-type: none"> • Develop teacher efficacy and develop teacher leaders • All staff updated in our Cott Way of teaching <ul style="list-style-type: none"> ○ Teaching models/plans being created • Strong focus on key aspects of “the Cott Way” developing • Review of Staff reflections <p>Coming Up</p> <ul style="list-style-type: none"> • Walk to School Day • Sorry Day • WA Week and SDD • Swimming Lessons • Proposes Busy Bee Sunday 11 June 2023, on from 2 to 4pm • Lap-a-thon happening in 23 June 2023 • Thanks To Olivia Trembath and The Love Family to enable the P&C Mothers Day Cocktail Party – it was sensational. 	
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			<p>P&C</p> <ul style="list-style-type: none"> • Myke explained plans to recruit people for P&C events on ad hoc engagement. • Parent Rep meeting, passive advertise for volunteers • Discuss some strategies to recruit members • New Parent meeting • Allocation of different events to different year groups to help engagement 	
5	Any Other Business		<p>Annual Report</p> <ul style="list-style-type: none"> • Annual report updated incorporating suggested changes • Report on website • Briefly discussed <p>Homework Policy</p> <ul style="list-style-type: none"> • Policy is on website • Year 4 Whatsapp conversation about the levels of homework • Every class meeting was provided guidance on this issue • Managing expectation of parents • Look to provide a reminder of the policy in the school newsletter 	<p>Review and Discuss</p> <p>Discuss</p> <p>Review and Discuss</p>

			<ul style="list-style-type: none"> • Discussion of the issue Thinkers Keys • Critical and Creative Thinking questions • Possible to return to the newsletter. 		Review and Discuss	
Next meeting	13 June 2023	Meeting closed	7.34pm	Signed 	Chair	13/06/23 Date