

**COTTLESLOE PRIMARY SCHOOL
BOARD MEETING MINUTES**

Date	08/08/2023	Chairperson	Melanie Love
Time	6:00 pm	Secretary	Brad Boyle

Attendees	Melanie Love, Graham Dart, Brad Boyle, Marlon Cooray, Jane Lowther, Denise Johnson, Brooke Barnett, Myke Barlett and Lina Harvey		
Apologies	Tina Hall, Karren Webster, John Toll, Courtney Bridge, Aleisha Niebieszczanski		

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 June Meeting 	Discuss and Endorsed
2	Previous Meetings and Action	Chair	<ul style="list-style-type: none"> Previous meeting minutes endorsed by Mel and Graham. Board Letter yet to be completed by Mel/Graham to be done. Discuss the access path, shed and play equipment in the ELC area. Liaise with Programmed. 	Review and Discuss

3	Specific Items	Chair	<p>School Risk Register</p> <ul style="list-style-type: none"> • Delayed to future meeting. 	Review and Discuss
4	Reports and Operational Matters	Principal	<p>Principal's Report</p> <p>Graham thanked Jane with the assistance of Courtney and Denise for her acting Principle.</p> <p>Safety/ Risks</p> <ul style="list-style-type: none"> • Covid has been present recently in the school. • The tree falling on the sport and bike shed. Jane handled the matter well • The vandalism of the young trees on the top oval, very disappointing. • The trees are audited every two years. The tree falling over will trigger another tree safety audit at the school. • Board discussed the safety of the trees on the school site. Discuss the falling limbs. The removal of the trees is a decision for the education department. • Graham to contact to education department in order to find a way to remove or mitigate risk to students, which may include which may include the removal of the trees. • Tree to be removed using a crane on site. • Education department and the heritage council will make a 	<p>Discuss</p> <p>Action</p> <p>Action</p>

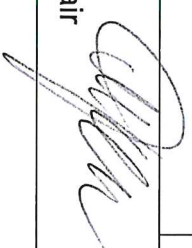
		<p>determination as to whether the building will be rebuilt or removed.</p> <ul style="list-style-type: none"> • Discuss potential of saving and reusing the timber from the shed. • Consider keeping the tree as a potential nature scape. • The repairs of the boundary fencing is going out to tender, through Programmed. • Discuss whether the shed can be relocated and the potential to expand the basketball court. • Court enrolments are looking strong at 366. Team are trying to maintain the current classroom structures. Kindy class is full and there is some space available in other classes. <p>NAPLAN Results</p> <ul style="list-style-type: none"> • Discuss as tested results. • No red areas on the Naplan results, so the school is performing as expected. • Reading shows good results. • Spelling, Writing and Numeracy needs more work to improve results. • Grammar and Punctuation performing well. • Board discussed the results in relation to like school and national averages. 	<p>Review and Discuss</p>
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		<ul style="list-style-type: none"> • Discuss the school's approach to learning. <p>Future Learners</p> <ul style="list-style-type: none"> • Science week activities. Technology focus • Cyber Safety workshops tomorrow night. • Theme for our next Business Plan <ul style="list-style-type: none"> ○ Developing the Cott way <ul style="list-style-type: none"> ▪ "Djenark keny goordak koorliny" ▪ Moving to one goal/wish journey ▪ The journey towards one goal/wish ▪ Our way • New policy around seeing teachers, before and after school hours. Booking appointments to see a teacher/principal • Two new screens installed in undercover area. • School development day coming up on 18 August 2023. • Disco <ul style="list-style-type: none"> ○ Raised approx. \$10K pre costs. ○ Team cleaned up the space well. <p>Finance</p> <ul style="list-style-type: none"> • School declared as being solvent • Additional costs associated with extra staff costs. 	<p>Discuss</p> <p>Review and Discuss</p>
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	<ul style="list-style-type: none"> • Spend money as expended 	
	<p>Building & Grounds</p> <ul style="list-style-type: none"> • Demountable is fully functional. Electrical issues now rectified. • Kindy has been painted • Coming back to redo the toilet doors with large doors. Compromise between child safety and privacy of the students. 	
	<p>School Development Days for 2024</p> <ul style="list-style-type: none"> • Will look to replicate the same process as 2023. • Board supports same approach 	
	<p>Building Committee</p> <ul style="list-style-type: none"> • Received detailed quote for the replacement of the play equipment and landscaping of the area. • The board support the approach. • Jane has obtained 2 other quotes for the area. • Board supports the quotes of approximately \$80K. • Possible to split into 3 quotes 	

			<ul style="list-style-type: none"> ○ Landscaping ○ Play equipment ○ Cubby house <ul style="list-style-type: none"> • Discuss whether any of the old equipment can be reused. Potential it is not compliant. • Graham to liaise with the P&C and Education Department to proceed with the quotes. 	Action
			<p>Risk Audit</p> <ul style="list-style-type: none"> • Set aside a separate time for the Board to meet and discuss strategic risks. • Consider operational vs strategic risks 	Action Action
		<p>Lina to send out the finance report Graham to send out principal report.</p> <p>Improvement Plan</p> <ul style="list-style-type: none"> • Brooke to present at next meeting. <p>Other Business</p> <ul style="list-style-type: none"> • Myke presented the Leavers shift designs 	Action	

		<ul style="list-style-type: none">• Board supports the design and logo of seagull.• Leavers jacket new design, bomber jacket. Board discussed designs.• Pricing is about \$40 per jacket. Approximately 10-week turnaround for ordering.• Board supports the concept of the bomber jacket.• Consider whether the soft-shell jacket could be used for the leavers jacket so they are water proof.• Some parents have asked for long sleeved Kindy shirts.• Potential new co-opted board members, Sarah Devine mother Susan Swan doesn't seem too interested about joining the Board, but would like to meet with the School team to provide feedback and guidance about maths programs.• Graham is considering approaching Eilly Thompson as a former school principal as potential Board member. <p>Safety moment</p> <ul style="list-style-type: none">• Marlon provided• Head injuries and concussion in sporting activities.• Board discussed the safety procedures around potential head injuries.	
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			<p>P&C</p> <ul style="list-style-type: none"> • Myke provided an update on the role. • Discuss Cott Fathers activities and leadership team. <p>Coming Up</p> <ul style="list-style-type: none"> ○ Cyber safety Course ○ School Development Day Friday 18 Aug ○ Book Week 21 August ○ Well-Being Week 28 August ○ Athletics Carnival Friday 8 September 			
5	Any Other Business		<ul style="list-style-type: none"> • No further business 			
Next meeting	6 Sept 2023	Meeting closed	7.35pm	Signed	Chair 	Date 6/9/23