

## COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

Date	13/06/2023	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

Attendees		Melanie Love, Graham Dart, Brad Boyle, Tina Hall, Marlon Cooray, Jane Lowther, John Toll, Denise Johnson, Karren Webster and Brooke Barnett		
Apologies		Courtney Bridge, Aleisha Niebieszczanski, Myke Barlett and Lina Harvey		
Item	Description	Lead	Discussion and Report	Action
1	Welcome  Acceptance of previous minutes	Chair	<ul style="list-style-type: none"><li>• Acknowledgment of Country</li><li>• Principal welcomed Board members and commenced meeting.</li><li>• Declared a quorum and no conflict of interest.</li><li>• Minutes adopted from May Meeting</li></ul>	Discuss and Endorsed
2	Previous Meetings and Action	Chair	<ul style="list-style-type: none"><li>• Previous meeting minutes endorsed by Mel and Graham.</li><li>• Board Letter yet to be completed by Mel/Graham to be done.</li><li>• Discuss the access path, shed and play equipment in the ELC area. Liaise with Programmed.</li></ul>	Review and Discuss

			<ul style="list-style-type: none"> <li>• Need to meet with Kindy and Preprimary staff about location of the shed storage.</li> </ul>	Review and Discuss
3	Specific Items	Chair	<ul style="list-style-type: none"> <li>• Program of Works for Kindy               <ul style="list-style-type: none"> <li>◦ Costing for Painting and Kindy</li> <li>◦ P&amp;C to review numbers and approve                   <ul style="list-style-type: none"> <li>▪ Painting 50%</li> <li>▪ Fencing 100%</li> </ul> </li> </ul> </li> <li>• Fort replacement               <ul style="list-style-type: none"> <li>◦ Adventure Plus looking to quote</li> </ul> </li> <li>• Finance:               <ul style="list-style-type: none"> <li>◦ Declare Solvent</li> <li>◦ Exactly where expected.</li> <li>◦ Some minor increase of \$35K, including leadership training for the executive team, extra computer leasing costs and some student support costs.</li> </ul> </li> <li>• Discuss the Funding Agreement for Schools 2023.               <ul style="list-style-type: none"> <li>◦ Discuss the categories and requirements of the allocated funding.</li> <li>◦ Discuss Board requirements.</li> <li>◦ Resolution passed by the Board. Agreement endorsed by Chair.</li> </ul> </li> </ul>	<p>Review and Discuss</p> <p>Discuss and Discuss</p> <p>Discuss</p> <p>Discuss</p> <p>Discuss and Endorse</p>

		<p><b>School Risk Register</b></p> <ul style="list-style-type: none"> <li>• Delayed to future meeting.</li> </ul>
<p>4 Reports and Operational Matters</p>	<p>Principal</p> <p><b>Principal's Report</b></p> <p><b>Safety/ Risks</b></p> <ul style="list-style-type: none"> <li>• Staff disruption due to leave             <ul style="list-style-type: none"> <li>◦ Aleshia remains at other school for the rest of the year. Mrs Marsh has continued with year 3 class</li> <li>◦ Caroline Brades Out for Terms 3 and 4. Looking for temporary staff to backfill Mrs Brades position.</li> <li>◦ Graham going on leave and Jane will step up as Principal.</li> <li>◦ It appears that Kindy will be full for next year. 35 applications for next year. 34 enrollments for Preprimary.</li> </ul> </li> <li>• Denise provided feedback on the testing guides of the Preprimary, Year 1 and Year 2 for the Letters and Sounds (Phonics program).</li> <li>• Discuss the testing results from 2021 to 2023 and the progression of the students.</li> <li>• Results are showing positive progression of all students over time.</li> </ul>	<p>Discuss</p> <p>Review and Discuss</p>




		<ul style="list-style-type: none"> <li>• Discuss Probe which is a reading assessment.</li> <li>• Denise provides feedback and discuss each of the year groups and the set levels. Data is showing each year group is reading at above average from Year 2 to Year 6.</li> <li>• Consider the implication of the results and how they compare to the Naplan results.</li> </ul> <p><b>Future Learners</b></p> <ul style="list-style-type: none"> <li>• <i>Develop students and staff to be curious and adaptive</i> <ul style="list-style-type: none"> <li>◦ iPad ratios -closing in on targets</li> </ul> </li> <li>• <b>Embrace Aboriginal Culture and Perspective</b> <ul style="list-style-type: none"> <li>◦ Uluru Statement discussed as a part of the school's RAP</li> <li>◦ Our RAP will capture a lot of the things we are already doing. Our Reconciliation journey is underway. Document not complete</li> </ul> </li> <li>• <b>Theme for our next Business Plan</b> <ul style="list-style-type: none"> <li>◦ Developing the Cott way <ul style="list-style-type: none"> <li>▪ "Djenark kenty goordak koortiny"</li> <li>▪ Moving to one goal/wish journey</li> </ul> </li> <li>◦ The journey towards one goal/wish</li> <li>◦</li> </ul> </li> </ul>	<p><b>Review and Discuss</b></p>
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		<p><b>Mind and Body</b></p> <ul style="list-style-type: none"> <li>○ Enhance student and staff wellbeing.</li> <li>○ Coast Care Activities -Year 4 and 5. Students really enjoyed the program.</li> <li>○ Whole school culture and behaviour review - (PBSWA model) share our progress</li> </ul> <p><b>Values Based. Matrix of appropriate behaviours</b></p> <ul style="list-style-type: none"> <li>○ Busy Bee -marginal response but understandable considering the weather and Sports</li> </ul> <p><b>Aspiration and Inspiration</b></p> <ul style="list-style-type: none"> <li>• Develop teacher efficacy and develop teacher leaders</li> </ul> <p>All staff updated in our Cott Way of teaching.</p> <p>Strong focus on key aspects of “the Cott Way” developing</p> <p><b>Coming Up</b></p> <ul style="list-style-type: none"> <li>○ Winter Lightning Carnival 22 June</li> <li>○ Lap a thon Friday 23 June</li> <li>○ Disco 4 August</li> </ul>	<p>Discuss</p> <p>Review and Discuss</p>

			<p><b>P&amp;C</b></p> <ul style="list-style-type: none"> <li>• Myke not present at the Meeting, update will be provided at the next meeting.</li> </ul> <p><b>Building</b></p> <ul style="list-style-type: none"> <li>◦ Demountable in place.</li> <li>◦ Waiting on the certificate of occupancy. Will be the Japanese Room.</li> </ul> <p><b>Sharp Reading Program</b></p> <ul style="list-style-type: none"> <li>◦ Denise provides an overview of the Sharp reading program.</li> <li>◦ Actively comprehending sentences as the students read.</li> <li>◦ Unpacking a sentence whilst reading. Training the students the skills for comprehension.</li> <li>◦ Provide and lead an example of the program with the group.</li> <li>◦ Discuss the effectiveness of the program.</li> </ul> <p><b>Board Survey</b></p> <ul style="list-style-type: none"> <li>◦ Graham provides the survey results to the Board.</li> <li>◦ 7 responses to the Board Survey</li> <li>◦ Showing strong performance of the Board</li> <li>◦ Discuss the some of the strategic issues for the Board, including Risk, comparison to other school, what is the</li> </ul>	
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		<p>direction of the school.</p> <ul style="list-style-type: none"><li>o Distinguishing between the Board and Operational functions.</li><li>o What are the skills that Students need in the future, to become life long learners and to be adaptable for career changes.</li><li>o The need for succession planning and planning for the Cott way on operating the school.</li><li>o Discuss the function of the Board to reflect the community views and assist in the operation of the school</li><li>o There is a clear trust in the school leadership team.</li><li>o Looking how to improve the strategic plan for the School and the values of the school.</li><li>o Graham will email the survey results to the Board.</li><li>o Community survey, some questions to consider could include:<ul style="list-style-type: none"><li>o What do you want the school to stand for</li><li>o What do you want for a well rounded student</li><li>o What does it mean for you</li><li>o Want students to collaborate for others</li></ul></li><li>o Look at ways to ensure everyone on the Board is engaged</li></ul>	
Principal Performance Review			



			<ul style="list-style-type: none"><li>o Graham explained the new process</li><li>o 6 key areas are assessed</li><li>o Review conducted by Director and Peer Principal</li><li>o The process involves a 360 review and the Board participates in anonymous survey.</li></ul>			
5	Any Other Business		<ul style="list-style-type: none"><li>• No further business</li></ul>			
Next meeting	8 August 2023	Meeting closed	7.30pm	Signed	Chair 	Date 8/8/23