



COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

Date	24/10/2023	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

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

3	Specific Items	Chair	School Risk Register <ul style="list-style-type: none"> Delayed to future meeting. 	Review and Discuss
4	Reports and Operational Matters	Principal	Principal's Report <p>Safety/ Risks</p> <ul style="list-style-type: none"> Student, broken arm after slipping of roller on the lower oval. <ul style="list-style-type: none"> Incident report filed with the Education Department Incident investigation completed and assessment to help reduce future risk. Graham will look to provide students further instruction around the use of the play equipment when the equipment has a recorded fault. School Oval and Bore: <ul style="list-style-type: none"> Quote to fix the original bore is \$150,000 to recondition. \$70K to decommission the old bore and \$80K to create a new bore. Alternative option is to truck in water, with a temporary Water Tank. Brooke on Leave for the term Aleisha is waiting to find out more about her current role. If she is successful with obtaining the Deputy Principal role, CPS may need to recruit a new teacher. Lou Jones- not returning this term. Alicia Glass is her replacement. Shed and courts work to commence this term with most work carried out over summer holiday break and into Term 1 of 2024. 	<p>Review and Approve</p> <p>Noted and confirmed by Board</p> <p>Noted and confirmed by Board</p>

		<ul style="list-style-type: none">• Contributions and Charges 2023 collection rate.<ul style="list-style-type: none">○ Board discussed the Cash Report and the current shortfall from the Charges and Fees. At the moment shortfall approx. \$27,527.○ Board discussed the Contributions and Charges. Discuss the options to recover the shortfall.○ Many families on payment plans, issues with cost of living negatively affecting some families ability to pay.○ Some families have just forgot to pay the accounts or have only had the school fees and not the P&C contribution.○ Suggest that more information is provided to explain the use of the P&C fees.○ The Cash Report shows that more payments have been made on the Voluntary Contributions than the School Charges & Fees, namely 89% and 78% respectively.○ Compared to 2022 fees, incursion and excursion have dropped and the other fees have remained the same.○ The school has achieved this result by reducing the number of the activities. Consider doing more incursion activities, as the use of the buses is very expensive.○ If you look at increasing some of the fees, it could result in a reduced collection rate.○ The intent is to make it more accessible to all students. Must be mindful of any changes to the fees.○ Cott Fathers and P&C have offered to provide some additional funding.○ School is looking to work around any shortfall. Another reminder sent out to families for the outstanding fees.	
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		<ul style="list-style-type: none">○ School is hopeful the shortfall will reduce in the coming weeks.○ Board suggests to use the external funds from Cott Fathers and P&C if needed. <p>Resolved: Board approve the proposed School Charges and Voluntary Contributions for 2024.</p> <p>Movement and Improvement</p> <p>Raise Academic Standard</p> <ul style="list-style-type: none">• Denise has done an assessment with other schools with North Cott, Dalkeith etc.• On entry data. Longitudinal: Looking at reading of Kindy and Pre-primary students.<ul style="list-style-type: none">○ Looking at current year 6 data speaking, listening, reading and numerary.○ Results and percentage of the students over the last 6 years have been rather consistent.○ Looking at the Kindy students, how ready they are when starting school, behaviour, what parents can do etc.○ Pre-primary results are consistent with other years.○ More reviews will be undertaken.• Writing Analysis<ul style="list-style-type: none">○ Conduct whole school writing assessment under Naplan conditions.○ Look at the whole school data to compare year by year results.○ Results are inline with expectations. There are 10	Approved by Board
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		<p>elements marked in Naplan, these assessments highlighted some shortfalls:</p> <ul style="list-style-type: none"> ▪ Character and setting: 2022 ▪ Spelling, Character and setting was flagged in 2023. ▪ All cohorts progressed well expect for the year 4 cohort. Possible reasons for these changes in the data, is the large exit of students in year 3 to private schools. ▪ In vocabulary overall students are above national mean. ▪ The school has a good vocabulary program. 	Noted and confirmed by Board
		<p>Future Learners</p> <p><i>Develop students and staff to be curious and adaptive</i></p> <ul style="list-style-type: none"> • Science room will be upgraded in Term 1. • Possibility of reviewing Specialist Areas in the future. • Board to consider in the future what area is needed for the School: D&T, Sport, Art Science, STEM focused etc. • What is a current STEM performance, do we need to enhance this function. • Does the school need a specialist teacher or program manager or is the curriculum delivered separately by each of the classroom teachers. • We don't want to loose the PE or Art teacher from the school. • Risk if your loose a specialist teacher. 	Noted and confirmed by Board

		<p>Embrace Aboriginal Culture and Perspective</p> <p><i>Djenark keny kadadjiny kooliny</i></p> <p><i>Moving toward one thinking /learning</i></p> <ul style="list-style-type: none">• Developing and promoting Cottesloe Primary Way – this is going to the theme of the 2024 to 2027 Business Plan. <p><u>Referendum result</u></p> <ul style="list-style-type: none">• The referendum debate at Cottesloe Primary was always respectful and now we know the outcome of the referendum.• I can reinforce the Department of Education's commitment to Aboriginal Students succeeding as Aboriginal people. The DET is committed to the common goal of cultural safety in our schools. Our Director General reiterates, <i>"it's imperative we continue to uphold our core values of care, equity, teamwork and integrity."</i> <p>Mind and Body</p> <p><i>Enhance student and staff wellbeing.</i></p> <ul style="list-style-type: none">• Newsletter item about screen usage-focus for parents• Edu dance commenced. Good feedback.• Cott Father Camp Out: 27 October 2023.• Wellbeing Week: Week 7• Connect and Respect strategy- students involved in behaviours discussion.	<p>Noted and confirmed by Board</p>
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		<ul style="list-style-type: none">○ Fortnight school meetings- moving around school focus <p>Aspiration and Inspiration</p> <ul style="list-style-type: none">• Network wide moderation and sharing of writing completed to ensure similar standards across the Network. A valuable sharing and collegiate session.• Continued work on consistent approaches across the school, instructional model. <p>SDD Correction</p> <p>Term 1</p> <p>Monday 29 January 2024</p> <p>Tuesday 30 January 2024</p> <p>Friday 1st March half day release for prep before Labour Day</p> <p>Term 2</p> <p>Friday 31st May - before the Monday Public Holiday</p> <p>To break up the 11 week term, potentially, including Thursday 30th</p> <p>Term 3</p> <p>Monday 16 August 2024 - PSA long weekend</p>	<p>Noted and confirmed by Board</p> <p>Noted and confirmed by Board</p>
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		<p>Term 4</p> <p>Friday 13 December 2024 - We use half day as trade-off</p> <p>Noted: Board accepts the correction to the Term 3.</p> <p>P&C</p> <ul style="list-style-type: none">• Cott Fathers• Quiz Night: Progressing well, collecting prizes. Main fundraiser.• Challenges finding new members for P&C.• Looking to provide information material to new parents morning tea. <p>Coming Up</p> <ul style="list-style-type: none">○ Open Night Next Wednesday○ Coast Care Activity○ Community Survey distributed○ 13 November- Seniors Week Performance <p>Building Committee</p> <ul style="list-style-type: none">• Preprimary for work starts over the school holidays for gym Equipment.	<p>Confirmed by Board</p> <p>Noted and confirmed by Board</p> <p>Noted and confirmed by Board</p> <p>Noted and confirmed</p>
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		<p>Board Co-opted Members</p> <ul style="list-style-type: none"> • Di Richards: Co-Ordinator at Regional Operations. • Good knowledge of the Curriculum • Good in Governance • Di's granddaughter is due to start kindy soon. • Karen recommends Di. • Lives in South Perth and stays in Moora every second week. • Board happy to recommend Di, will invite Di to the next meeting on 6 December 2023, 	by Board
		<ul style="list-style-type: none"> • John is stepping down from the Board meeting • Missed 3 of the last 4 meetings, due to the travel requirements. • 2 of 3 kids leaving the school next year. • Parent rep wants to commit more fully. • Reluctantly, leaving. • Need to consider looking for new members. • We will need to advertise for a new Board members. • Call for nominations for the role. • Brad to look to step down at the end of the year. Look to advertise for 2 x Board roles. • Look to call on 6 November 2023. 	Noted and confirmed by Board
		<p>The architect to did the Main building has been asked to design the sport shed. The work will happening Christmas holidays.</p>	Noted and confirmed by Board

			<p>The concrete pads is due to be removed in the next couple of weeks. Fencing will be replaced during the same Christmas period.</p> <p>Milke Thompson pushing the cycle path and footbridge upgrade.</p> <p>Meet with David Honey about upgrading the hardcourts. Mel sent a letter to the department about the hardcourt. Looking to contact local minister.</p> <p>Mel will sent out some talking points and contact details.</p> <p>Camp Australia contract, they wanted to open up negotiations early on the existing contract. Camp Australia are looking to invest some money on the rooms. Advised not to change the contract early by Department as it is against the procurement process. Camp Australia need to update to meet compliance.</p>				<p>Noted and confirmed by Board</p>
5	Any Other Business		<ul style="list-style-type: none"> No further business 				
Next meeting	6 December 2023	Meeting closed	7.30pm	Signed	 Chair	Date	5/12/23