

COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

Date	06/09/2023	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

Attendees		Melanie Love, Graham Dart, Brad Boyle, Marlon Cooray, Courtney Bridge, Brooke Barnett, Karren Webster and Lina Harvey		
Apologies		John Toll, Aleisha Niebieszczanski, Jane Lowther, Denise Johnson, Myke Barlett, Tina Hall,		
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	<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 • Tree: to be removed this Saturday. • Bike Shed- waiting on details re replacement or rebuild. Heritage has a lot to say here. <ul style="list-style-type: none"> ◦ Approval given by Heritage to remove the shed. ◦ Interest from Men's Shed in the timber from the shed ◦ Approval from Heritage to rebuild the new shed, it can be rebuilt on a different location. ◦ New shed to be in the heritage style and a larger shed. ◦ More conversations required to decide these issues. ◦ Also time to consider the repair of the hard courts. ◦ Look at school community engagement to help. • Tree Safety Safety Audit: completed the report was circulated to the Board. 	Discuss Noted by Board
				Noted by Board

			<ul style="list-style-type: none"> • Teacher Recruitment continues: Two rounds of interviewed completed. • Permanent placements – Finalised. Ms White & MS Johnson confirmed. • Fixed Term Placement – Finalised for Emily. • 3 Fixed Term position are yet to filled • Allied professionals- Process completed. Waiting • Selection process completed for Design & Tech Teacher with Mr Doig has now been appointed full time. Ms Proud and Mr Doig working to set up the science c 	Noted by Board
			<p>NAPLAN Results</p> <ul style="list-style-type: none"> • Further discuss NAPLAN 2023 • Insights show Proficiency is the expected standard for Reading, Writing and Numeracy • Consider the results of the stable cohort of student and all students in years 3 and 5. • Plans are in place to support the improvement of the small number of low performing students. 	Review and Discuss

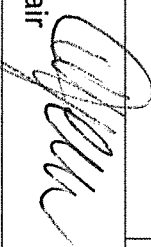
			<p>Future Learners</p> <p><i>Develop students and staff to be curious and adaptive</i></p> <p>Embrace Aboriginal Culture and Perspective</p> <ul style="list-style-type: none">• Staff personal review of the journey of understanding of intercultural development• Audit of curriculum and opportunities in include Aboriginal Perspectives. <p>Enhance student and staff wellbeing.</p> <ul style="list-style-type: none">• Wellbeing Week Focus.• We are considering a bigger picture of Wellbeing- Mental Physical, Emotional.• We need to make choices. Not work life balance. Work Life Choices• Year 6 Musical coming up.	<p>Review and Discuss</p> <p>Review and Discuss</p>
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		<p>Connect and Respect</p> <p>Education Minister release a statement on Connect and Respect.</p> <p>This has come about due to the increase in school violence:</p> <ul style="list-style-type: none">○ Student to Student○ Student to Teacher○ Parent to Teacher	<p>Review and Discuss</p>
		<ul style="list-style-type: none">• Discuss the Engagement, Expectations and Collaboration policies.• Communication Policy• Teaching for Impact: it is the tailored approach of how teaching will occur at Cottesloe Primary School.• There are unfortunately, some violence in the school which has resulted in the suspension of students.• It is a low number of events. Safety is paramount for all students and staff.• Behaviour expectations for all those attending the school.• Undertake a group exercise about school expectations and values.	

		<ul style="list-style-type: none">• Discuss the Values: Respect, Kindness, Excellence & Perseverance and how they relate to the behaviour framework and matrix.• More to come.	
		<p>Length of School Day</p> <ul style="list-style-type: none">• Executive have been discussing the length of the school days.• Break times are quite long: 45mins Lunch and 25mins recess.• Currently the school starts at 0850hrs and finishes at 1510hrs.• Meet the education department requirements of 310 minutes per day of teaching and learning time.• Looking at the well being of the teachers starting at 0830hrs, including the roster to be on duty during the lunch and recess.• More discussions are required with the staff and the school community.• Other school have reduced school times. Potential to reducing the school day by 15 minutes.• Discuss options about the potential for change of school hours and the need to engage with the school community to understand needs.	Action

		<ul style="list-style-type: none">• Careful consideration of the message to parents and the logic behind the move. Needs a long lead time for the change. Possible to implement in 2025.	
		Finance <ul style="list-style-type: none">• School declared as being solvent• Expenditure as budgeted	
		School Development Days for 2024	
		To be Endorsed	
		Term 1 Monday 29 January 2024 Tuesday 30 January 2024 Friday 1 st March half day release for prep before Labour Day	
		Term 2 Friday 31 st May - before the Monday Public Holiday	
			Noted and confirmed by Board

			<p>To break up the 11 week term, potentially, including Thursday 30th</p> <p>Term 3 Monday 16th July 2024 - PSA long weekend</p> <p>Term 4 Friday 13 December 2024 - We use half day as trade-off</p> <ul style="list-style-type: none">• The Board discuss the benefits of the proposed.• Board supports the proposed days as recommended. <p>Building Committee</p> <ul style="list-style-type: none">• No change <p>Coming Up</p> <ul style="list-style-type: none">○ Athletics Carnival Friday 8 September○ 24 October: Student Supplies (booklists)	<p>Noted and confirmed by Board</p>
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5	Any Other Business		• No further business				
Next meeting	24 October 2023	Meeting closed	7.30pm	Signed	Chair		Date 24/10/23