


COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

Date	3 rd December 2024	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle/Tom Gibbins

Attendees		Graham Dart, Jane Lowther, Lena Harvey, Brooke Barnett, Tracey Willis, Diane Richards, Denise Johnston Melanie Love, Brad Boyle, Tom Gibbins, Tina Hall, Marlon Cooray, Myke Barlett		
Apologies		Courtney Bridge, Galina Rogova,		
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 Meeting on 23rd October 2024	Discuss and Endorsed
2	Previous Meetings and Action	Chair	<ul style="list-style-type: none">• Previous meeting minutes endorsed by Tina and Marlon.• Retrospective consent of voluntary contribution amounts endorsed by Brad and Tina• Board Letter to recognize long term P&C members	Action: Mel/Graham

3	Specific Items	Chair	School Risk Register <ul style="list-style-type: none"> • Maintain the Cott Way <ul style="list-style-type: none"> ◦ Leadership ◦ Staff Retention planning? 	Review/Discuss
4	Reports and Operational Matters	Principal	Principal's Report <ul style="list-style-type: none"> • Operational Plan 2025 shared with the board • 2024 – 2027 Business Plan shared with the board <ul style="list-style-type: none"> ◦ Strategic plan to be more strategic, less tactical ◦ Continuous Improvement Plan – forthcoming? • Wait Mate: Mobile phone pledge • PALS grant approved, working with Peter Farmer Snr & Co • Planned construction works to be completed over summer break <ul style="list-style-type: none"> ▪ Classroom repairs ▪ Bike/sports shed ▪ PP ground works ▪ Landscape the original shed site • Discuss the current basketball and the proposed new site near the cricket nets. • Student Numbers 356 • Data Y2-6 analysis (maths/science/English) • Engagement with Peter Farmer Snr and Miranda: local story, Y6 artwork and connection to country 	Review/Discuss Noted and confirmed by Board

		<p>Budget & Financial Overview</p> <ul style="list-style-type: none"> • Still to be finalized? • Voluntary contributions? • Operating Expenses burn rate: close to threshold? Tight in 2024, tighter in 2025 • Additional funding received? <p>Safety/ Risks</p> <ul style="list-style-type: none"> • Staff: contractors departing to other schools - chasing permanent opportunities. Turnover is not an immediate issue; retention plans in place. Inbound teachers excited to start <p>Board Updates</p> <ul style="list-style-type: none"> • 2025 Meeting schedule, 1 per term, plus option to add in another two at start and end of year - discussed and approved • Quorum for board meeting <p>Subcommittees</p> <ul style="list-style-type: none"> • Traffic/Parking: <ul style="list-style-type: none"> ◦ Reinforce the safety concerns ◦ Education to remind parents not to leave vehicle ◦ Bike buses are being encouraged. Reminder to bring bike locks. 	<p>Review/Discuss</p> <p>Review/Discuss</p> <p>Review/Discuss</p>

			<ul style="list-style-type: none"> • Grants (Tom, Tracey, Jane) <ul style="list-style-type: none"> ◦ Discuss the River to Sea project (Bilya to Wardan) ◦ Engagement of local elders – Peter Farmer ◦ Artwork to show the Wagyl story ◦ Footbridge improvement plan ◦ Beeliam walk plan ◦ Kate Chaney fund for P&C • Building (Myke, Tom, Brooke) <ul style="list-style-type: none"> ◦ Business Case/Funding ◦ Key Decision Makers <p>Board changes</p> <ul style="list-style-type: none"> • 4x new nominees, two have been selected Fiona and Dan • Brad Boyle to retire • Tina to retire • Galina to stand down after 1 year 			
5	Any Other Business		<ul style="list-style-type: none"> • No further business 			
Next meeting	4 th March 2025	Meeting closed	7.12pm	Signed	Chair 	Date 4/3/25