

## COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

Date	21/02/2024	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

Attendees	Melanie Love, Graham Dart, Brad Boyle, Tracey <del>Wills</del> (Staff Rep), Tina Hall, Jane Lowther, Lina Harvey, Myke Bartlett, Galina Rogova, <del>Tom Giddins</del> , Brooke Barnett, <del>Danise Johnson</del> , Di Richards and Marlon Cooray		
Apologies	Courtney Bridge		
Item	Description	Lead	Discussion and Report
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 Dec 2023 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>Example Board Letter circulated and yet to be finalized by Mel/Graham.</li> </ul>
			Action

3	Specific Items	Chair	<p><b>School Risk Register</b></p> <ul style="list-style-type: none"> <li>• Delayed to future meeting.</li> </ul> <p><b>Board Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• Discuss the Terms of Reference</li> <li>• Key points diversity on Board and tenure.</li> <li>• Item 5.10 as public meetings, need to provide results to school community.</li> </ul> <p><b>Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• Discuss the document.</li> <li>• Advisory function.</li> <li>• To provide general advice to the teaching staff</li> <li>• Operational issues are defined by staff.</li> <li>• Board deal with policy and strategy</li> <li>• Parents members are the nexus between the staff and parent groups.</li> </ul>	<p>Review and Discuss</p> <p><b>Review and Approve</b></p> <p><b>Review and Approve</b></p>
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		<p><b>Board Membership</b></p> <ul style="list-style-type: none"> <li>• Tom and Galina welcomed to the Board by Graham.</li> <li>• Tom and Galina to be provided the Board induction pack by Lina.</li> <li>• Mel nominated for Chair. Voted and approved.</li> <li>• Marlon to stay for another year.</li> <li>• Brad co-opted for another 12 months</li> </ul>	<p>Review and Discuss</p>
		<p><b>Succession planning</b></p> <ul style="list-style-type: none"> <li>• Master plan for the development of the school.</li> <li>• Building and facilities is the key focus for the Board.</li> <li>• Look to be more active and leverage contacts and potential sources of funding.</li> <li>• Consider grants applications as another source of funds for the school. Need to have a representative to focus on grant applications.</li> <li>• It is an aging school, and it is costly to bring up to standard.</li> <li>• Brad to assist Myke with Grant reviews.</li> </ul>	<p>Action</p>
		<p><b>Risk Register Review</b></p> <ul style="list-style-type: none"> <li>• Proposed to hold a risk review on the scheduled Board</li> </ul>	<p>Discuss &amp; Approve</p>

		<p>meeting of 22 May 2024.</p> <p><b>Principal's Report</b></p> <p><b>School Structure:</b></p> <ul style="list-style-type: none"><li>• Opening enrolments: The term has started very smoothly.</li><li>• Opening enrolment of 347 students (53 New students-). 5 new Full Fee Paying. Further, school visits scheduled and more enrolments.</li></ul> <p><b>Class breakdown:</b></p> <table><tr><td>Kindergarten</td><td>2 Classes</td><td>39</td></tr><tr><td>Pre Primary</td><td>2 Class</td><td>43</td></tr><tr><td>Year 1</td><td>2 Classes</td><td>46</td></tr><tr><td>Year 2</td><td>2 Classes</td><td>41</td></tr><tr><td>Year 3</td><td>2 Class</td><td>49</td></tr><tr><td>Year 4/5</td><td>3 Class</td><td>Yr 4 – 38. Yr 5 - 43</td></tr><tr><td>Year 6</td><td>2 Class</td><td>48</td></tr></table>	Kindergarten	2 Classes	39	Pre Primary	2 Class	43	Year 1	2 Classes	46	Year 2	2 Classes	41	Year 3	2 Class	49	Year 4/5	3 Class	Yr 4 – 38. Yr 5 - 43	Year 6	2 Class	48	<p><b>Review and Discuss</b></p>
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			<ul style="list-style-type: none"><li>• So far there has been limited complaints from the school community about the class structures. Discuss the composition of the classes and the benefits. Limited numbers in the year 4 girls.</li></ul> <p><b>Movement and Improvement</b></p> <p>Graham welcomed incoming staff, who commence their journey and their learning at Cottesloe Primary.</p> <ul style="list-style-type: none"><li>• Cindy Jelfs                      Year 1 (Ms Niebiezczanski)</li><li>• Misty Daszkiewicz            Art (Mrs Jones)</li></ul> <p><b>School Direction 2024</b></p>	<p><b>Review and Discuss</b></p>
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4	Reports and Operational Matters	Principal	<p>The School Strategic Plan concluded this year but will provide a base to build the next Strategic Plan.</p> <p>This year we will complete the implementation and conduct a review.</p> <p>The Strategic Plan will build on and the Djenark kery kadajiny kooliny – the Cottesloe Path (or Way), with continued focus on:</p> <ul style="list-style-type: none"> <li>- Common Lesson Design</li> <li>- Connected content sequence.</li> <li>- Spelling</li> </ul> <p><b>Safety/ Risks</b></p> <ul style="list-style-type: none"> <li>• Multi Age Classes</li> <li>• Staff (perceived) disruption due to leave. <ul style="list-style-type: none"> <li>○ Lena in April</li> <li>○ Jane &amp; Graham in June</li> <li>○ Denise in May and October</li> </ul> </li> <li>• Sport Shed and Fence continue to drag on.</li> <li>• Proposed additional cost of \$100,000 to move the shed location, due to ground works.</li> <li>• Want to relocate to where the old demountable was located near the science building.</li> </ul>	<p><b>Review and Discuss</b></p> <p><b>Review and Discuss</b></p>
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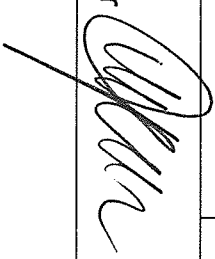
		<ul style="list-style-type: none"><li>• Need to question the breakdown of the quotes.</li><li>• Di may suggest who to liaise with.</li><li>• Graham to provide the Board copies of the quotes.</li><li>• ECE Playground planned to be completed during the first term break.</li><li>• The new fence at the Kindy works really well.</li></ul> <p><b>Parking and Traffic Flow:</b></p> <ul style="list-style-type: none"><li>• North Cott student was struck by a vehicle.</li><li>• Graham provided a reminder to the school community about parking.</li><li>• Send out through the WhatsApp.</li><li>• 28 February Parent Rep meeting, good chance to allocate the message.</li><li>• Discuss the issue of traffic management. PLC now has 40kms on Stirling Hwy.</li><li>• Need to consider creating a traffic committee to deal with issue. Possible to consult with all school about traffic congestion issues.</li><li>• Marlon is on Traffic Committee.</li><li>• Students are to be release at Recess, 11.10am next Friday. Handover meetings for students with additional needs have taken place. Parent and Teacher 1 to meetings 1/2 day Friday</li></ul>	Review and Discuss
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		<p>1st March 2024.</p> <p><b>Budget</b></p> <ul style="list-style-type: none"><li>• Preliminary budget is yet to be approved by the finance committee.</li><li>• \$40K from the cash reserves was used at the end of 2023.</li><li>• School currently solvent.</li><li>• A few applications are pending to support high needs students.</li></ul> <p><b>P&amp;C</b></p> <ul style="list-style-type: none"><li>• AGM will occur 13 March 2024</li><li>• Quite a lot change in the team Kat and Anna, looking for new members.</li><li>• Recent meeting was supportive.</li><li>• Welcome Picnic on Friday, 23 Feb 2024</li><li>• Cott fathers have sent out request for more volunteers</li><li>• They have more goals</li><li>• Looking for more promotion of the P&amp;C</li><li>• Voyager supporting with wine.</li><li>• Chris Shellabear will auction the parking space.</li></ul> <p><b>Coming Up</b></p> <ul style="list-style-type: none"><li>• Parent Rep Meeting on Tuesday, 27 Feb 2024</li><li>• Swimming Carnival to be held on Thursday 29 Feb 2024</li></ul>	<p><b>Review and Endorse</b></p> <p><b>Review and Discuss</b></p> <p><b>Review and Discuss</b></p>
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		<ul style="list-style-type: none"><li>• Lessons Suspended on Friday, 1 March 2024</li><li>• Yr 5 Space Camp on 21 March 2024</li><li>• NAPLAN commencing 13 March 2024 to 25 March 2024</li><li>• Discuss exemption or redraw from the NAPLAN process.</li></ul> <p><b>Annual Report</b></p> <ul style="list-style-type: none"><li>• Graham will provide to the Board before the next Board meeting.</li><li>• My School data is positive.</li></ul> <p><b>September 2023 Minutes:</b></p> <ul style="list-style-type: none"><li>• Ben is part-time not full-time employment</li><li>• Emily Johnson is fixed-time contract and not full-time contract.</li></ul> <p>Investigating Changing School operating hours.</p> <ul style="list-style-type: none"><li>• Finish school at 2.50pm</li><li>• Shorten the recess and lunch breaks</li><li>• How does that impact on student collection</li><li>• Would Camp Australia charge more for the extra time.</li><li>• Need to discuss with school community</li><li>• Key driver is to reduce the time staff are at school.</li><li>• Discuss pros and cons of any change.</li></ul>	<p><b>Review and Discuss</b></p> <p><b>Review and Endorse</b></p> <p><b>Review and Discuss</b></p>
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		<ul style="list-style-type: none"><li>• Need more data.</li></ul> <p><b>Parent Surveys</b></p> <ul style="list-style-type: none"><li>• Discuss results where the parents identified they were unsure about questions.</li><li>• Spike in the parents given an unsure answer compared to previous surveys.</li><li>• Discuss why these results have occurred.</li><li>• Encourage to make an appointment to discuss with school staff or look at running a focus group.</li><li>• Possible to put notice to newsletter to chat with the teacher.</li></ul>	<p><b>Review and Discuss</b></p>
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5	Any Other Business		• No further business				
Next meeting	19 March 2024	Meeting closed	7.36pm	Signed	Chair		Date 19/03/24