



# **COTTESLOE PRIMARY SCHOOL** **BOARD MEETING MINUTES**

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| Date | 18/06/2024 | Chairperson | Melanie Love |
| Time | 6.00 pm    | Secretary   | Brad Boyle   |

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| Attendees |   | Melanie Love, Graham Dart, Brad Boyle, Brooke Barnett, Di Richards, Courtney Bridge, Tracey Willis (Staff Rep), Tom Gibbins, Tina Hall, Jane Lowther, Lina Harvey and Marlon Cooray and Myke Barlett. |   |                      |
| Apologies |   | Galina Rogova and Denise Johnson.   |   |                      |
| Item      | Description                                   | Lead  | Discussion and Report   | Action               |
| 1         | Welcome<br><br>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 19 March 2024 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               |


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| 3 | Specific Items                  | Chair     | <p><b>Risk Register Review Update</b></p> <ul style="list-style-type: none"> <li>• Discuss the Strategic Risk Meeting and the key risks and outcomes identified from 22 May 2024.</li> <li>• Discuss the culture of Cottesloe Primary and the community expectations of new staff in succession planning.</li> </ul> <p><b>Finance-</b> Tabled by Mel Love.</p> <ul style="list-style-type: none"> <li>• School is Solvent.</li> <li>• Budget is tight.</li> <li>• Cash reserves are estimated to be \$84K by the end of the year.</li> <li>• Discuss current and future staffing and student numbers and the impact on the budget.</li> <li>• Issues impacting staff and funding models.</li> <li>• Impact of high needs student support.</li> <li>• Strategic plan for building up cash reserves to create more financial sustainability.</li> </ul> | Review and Discuss |
| 4 | Reports and Operational Matters | Principal | <p><b>Principal's Report</b></p> <p><b>Safety/ Risks</b></p> <ul style="list-style-type: none"> <li>• Sport/Bike Shed replacement. <ul style="list-style-type: none"> <li>○ Key meeting scheduled to occur at the school for 28 June 2024, for the start of tender process.</li> </ul> </li> </ul>   | Review and Discuss |

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|  |  | <ul style="list-style-type: none"><li>• Staffing replacement and discuss appointment process.</li></ul> |  |
|  | <p><b>Movement and Improvement</b></p> <p>Raise Academic Standard</p> <ul style="list-style-type: none"><li>• NAPLAN data- broad brush data has arrived.<ul style="list-style-type: none"><li>◦ Discuss results from the report for Year 5 and Year 3 cohorts. Showing strong results across the criteria.</li></ul></li><li>• On entry:<ul style="list-style-type: none"><li>◦ Discuss Pre-Primary entry level results.</li><li>◦ Board range of results seen.</li><li>◦ There is a number of new students, where English is not their first language.</li></ul></li><li>• Reporting What the Grading means</li><li>• Performance on Entry Report</li><li>• 2023 NQSS Report:<ul style="list-style-type: none"><li>◦ Seven area of focus when the NQS conduct a review.</li><li>◦ School has met all of the standards.</li><li>◦ Early childhood team have received very positive feedback from the NQS review.</li><li>◦ Recommendations from the review for further improvements to build on good base.</li><li>◦ Report is helpful for the school Strategic planning.</li><li>◦ Discuss the benefits of the review and good school reputation.</li></ul></li><li>• Moderation:<ul style="list-style-type: none"><li>◦ North Cottesloe and Freshwater Bay Primary.</li><li>◦ Comparisons show some encouraging results in</li></ul></li></ul> | <p>Review and Discuss</p> <p>Review and Discuss</p>   |  |

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|  | <p>fundamental skills.</p> <ul style="list-style-type: none"><li>○ This will extend to Mosman Park Primary in Term 3</li></ul> <p><b>Future Learners</b></p> <p>Develop students and staff to be curious and adaptive</p> <ul style="list-style-type: none"><li>• New leases to be actioned, iPad/Lap top mix to be determined by Staff based on student need.</li></ul> <p><b>Embrace Aboriginal Culture and Perspective</b></p> <p>Improve understanding of the histories, cultures, languages and perspectives of Aboriginal people.</p> <ul style="list-style-type: none"><li>• NAIDOC Activities<ul style="list-style-type: none"><li>○ RAP: Staff walking traditional path from Mudarup Rocks, learning some of the Whadjuk history of the area. Supported by Town of Cottesloe.</li><li>○ Strong turn out from Schools with about 25 staff.</li></ul></li></ul> <p><b>Mind and Body</b></p> <p>Enhance student and staff wellbeing.</p> <ul style="list-style-type: none"><li>• Continued Focus on school values and positive behaviour.<ul style="list-style-type: none"><li>○ Focus behaviours:<ul style="list-style-type: none"><li>▪ Listening</li><li>▪ Respecting each other's personal space</li></ul></li></ul></li><li>• Coast Care</li><li>• Art Project with Angela Rossen. This will be with the Year 4</li></ul> | <p><b>Review and Discuss</b></p> <p><b>Review and Discuss</b></p> <p><b>Review and Discuss</b></p> |  |

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|  |  | <p>and 5 students. Please refer to the links below to see what or project may look like.</p> <ul style="list-style-type: none"> <li>○ <a href="https://vimeo.com/854094210">https://vimeo.com/854094210</a></li> <li>○ <a href="https://vimeo.com/264633608">https://vimeo.com/264633608</a></li> </ul> <ul style="list-style-type: none"> <li>• Curtin Heritage, the not-for-profit organisation who have redeveloped the Wearne site on Marine Parade in Cottesloe into a new aged care facility have funded the project.</li> <li>• Starting to benefit from building links within the community.</li> </ul> <p><b>Aspiration and Inspiration</b></p> <p>Develop teacher efficacy and develop teacher leaders</p> <ul style="list-style-type: none"> <li>• Appointments Made.</li> <li>• Bronwin Vowles appointed permanently.</li> <li>• Cindy Jelfs. Fixed term for the remainder of the year</li> </ul> <p><b>Coming Up</b></p> <ul style="list-style-type: none"> <li>• Disco</li> <li>• Reports</li> <li>• Re-signing of Out of School contracts (Camp Australia).</li> <li>• Going to full tender. Confidential process.</li> <li>• Graham on <b>Leave 21 Jun to 26th July</b>. Courtney acting Principal. Mrs Lowther as Deputy.</li> <li>• 3 x other teachers will be on leave in Term 3.</li> <li>• Reports will go home on the last Wednesday of School Term.</li> </ul> | <p><b>Review and Discuss</b></p> <p>Noted</p> |

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|  |  | <ul style="list-style-type: none"><li>• Surveys:<ul style="list-style-type: none"><li>◦ School Improvement Survey Results:<ul style="list-style-type: none"><li>▪ Discuss the Community Partnership section from the National School Improvement Tool from ACER.</li><li>▪ Discuss the current partnerships and effectiveness of these relationships.</li><li>▪ Consider options of providing formal recognition for those partnerships.</li><li>▪ Relationship management requirements.</li><li>▪ On going need for building local First Nation relationships and resources. Consider sharing resources with other schools in the area.</li><li>▪ Need to work on establishing political and other required resources.</li></ul></li><li>◦ Board Self Review</li><li>◦ Staff</li><li>◦ Students</li><li>◦ Parents</li></ul></li><li>• Strategic Plan:<ul style="list-style-type: none"><li>◦ Staff conducted a survey with School Improvement Tool.</li><li>◦ Discuss Area 5 &amp; 8 survey results.</li><li>◦ The survey allows for open feedback from the staff.</li><li>◦ Results feed into the School strategic planning.</li></ul></li></ul> | Review and Discuss |
|  |  | <ul style="list-style-type: none"><li>• Review and Discuss</li></ul>   | Review and Discuss |

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|              |                    |                | <ul style="list-style-type: none"> <li>• Board Subcommittees <ul style="list-style-type: none"> <li>◦ Discuss the purpose and value of the subcommittees</li> <li>◦ Consider combined P&amp;C and Board representations</li> <li>◦ Traffic/Parking: <ul style="list-style-type: none"> <li>▪ Consider options to help address these issues</li> <li>▪ Tina.</li> </ul> </li> <li>◦ Grant Funding <ul style="list-style-type: none"> <li>▪ Tom, Tracey, Jane</li> </ul> </li> <li>◦ Building <ul style="list-style-type: none"> <li>▪ Business Case/Funding</li> <li>▪ Key Decision Makers</li> <li>▪ Myke, Tom and Brooke</li> </ul> </li> </ul> </li> <li>• Building/Grounds <ul style="list-style-type: none"> <li>◦ Sports/Bike Shed Replacement</li> <li>◦ Combined Shed Plans Proposal</li> <li>◦ Damage to Fencing</li> <li>◦ Basketball Court</li> </ul> </li> </ul> |        |   |      | Review and Discuss |
| 5            | Any Other Business |                | <ul style="list-style-type: none"> <li>• Preprimary are using the playground well.</li> </ul>   |        |   |      | Noted              |
| Next meeting | 7 August 2024      | Meeting closed | 7.37pm  | Signed | Chair  | Date | 7/8/24             |