



## COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

Date	19/03/2024	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle

Attendees	Melanie Love, Graham Dart, Brad Boyle, Lina Harvey, Galina Rogova, , Brooke Barnett, Denise Johnson, Di Richards and Marlon Cooray, Courtney Bridge, Tracey Willis (Staff Rep), Tom Gibbins			
Apologies	Tina Hall, Jane Lowther, Myke Barlett,			
Item	Description	Lead	Discussion and Report	Action
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 21 Feb 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

3	Specific Items	Chair	<ul style="list-style-type: none"> <li>• Welcome to new Board members and look at Board Training.</li> <li>• Look at Term 2 for training in conjunction with other schools.</li> </ul>	
4	Reports and Operational Matters	Principal	<p><b>Principal's Report</b></p> <p><b>Finance-</b> Tabled.</p> <ul style="list-style-type: none"> <li>• Actual funding from the Education Department hasn't come through yet.</li> <li>• The budget will be prepared for the next Board meeting.</li> <li>• Discuss department funding model based on student numbers and budget forecasting for the School.</li> <li>• Budget is tight this year due to increased student numbers.</li> </ul> <p><b>Safety/ Risks</b></p> <ul style="list-style-type: none"> <li>• Early Child Education Refurb of fencing and sand pits to be worked on during holidays.</li> <li>• Due to occur on 2 April 2024.</li> <li>• Sport/Bike Shed replacement: <ul style="list-style-type: none"> <li>◦ Fence has been separated from the shed job</li> <li>◦ December 2023/January 2024 various proposals provided for the bike shed.</li> <li>◦ Negotiated the relocation of the shed build.</li> <li>◦ New shed design was not fit for purpose, thus has been rejected by the School at a budget for \$230,000.</li> <li>◦ Need to liaise with Education Department.</li> <li>◦ Graham to liaise with Steve Parry to organize a site</li> </ul> </li> </ul>	<p>Review and Discuss</p> <p>Review and Discuss</p>

		<ul style="list-style-type: none"> <li>visit.               <ul style="list-style-type: none"> <li>Maximum cost of \$145,000 under insurance.</li> </ul> </li> <li>Staffing replacements:               <ul style="list-style-type: none"> <li>Aliesha has been obtained a promotion to Principal and has resigned from CPS</li> <li>Looking for Year 1 teacher and Sports/Fitness teacher</li> <li>Interviewing next week for the Sports Teacher.</li> </ul> </li> </ul>	Review and Discuss
		<p><b>Movement and Improvement</b></p> <ul style="list-style-type: none"> <li>Raise Academic Standard</li> <li>NAPLAN: In process and progressing smoothly.</li> <li>On Entry Pre-Primary Assessments In process               <ul style="list-style-type: none"> <li>Data allows teachers to identify students who require support</li> <li>Australian Development Index (ADI) testing is starting shortly.                   <ul style="list-style-type: none"> <li>Some students are presenting with less preparation for school environment:                       <ul style="list-style-type: none"> <li>Independence</li> <li>Separation issues</li> <li>Communication skills.</li> </ul> </li> <li>This maybe impacted by the lack of daycare options</li> <li>Need to be aware of this rising issue in the community.</li> <li>Maybe need to provide further support to parents.</li> </ul> </li> </ul> </li> </ul>	Review and Discuss

	<ul style="list-style-type: none"> <li>○ Parent Rep Meeting- well attended</li> <li>○ P&amp;C AGM: <ul style="list-style-type: none"> <li>▪ Good turn out and full compliment of Exec positions filled</li> <li>▪ Myke reelected at President</li> <li>▪ Talked about the use of Whatsapp</li> </ul> </li> <li>○ New Parent Morning Tea: Organised by School Chaplin Katie and attended by 15 + new families. Thank you Myke</li> </ul>		
	<p><b>Future Learners</b></p> <ul style="list-style-type: none"> <li>• Develop students and staff to be curious and adaptive</li> <li>• New leases to be actioned, iPad/Lap top mix to be determined by Staff based on student need.</li> </ul>		Review and Discuss
	<p><b>Embrace Aboriginal Culture and Perspective</b></p> <ul style="list-style-type: none"> <li>• Improve understanding of the histories, cultures, languages and perspectives of Aboriginal people.</li> <li>• Harmony Day</li> </ul>		Review and Discuss
	<p><b>Mind and Body</b></p> <ul style="list-style-type: none"> <li>• Enhance student and staff wellbeing.</li> <li>• Wellbeing Week</li> <li>• Athletics and Inter School Swimming</li> <li>• Parent Interviews – on going. No shows.</li> </ul>		Review and Discuss

			<ul style="list-style-type: none"> <li>• Coast Care Activities -Year 4 and 5</li> <li>• School focus on orderly movement, hats and listening</li> </ul>	
		<p><b>Aspiration and Inspiration</b></p> <p>Develop teacher efficacy and develop teacher leaders All staff updated in our Cott Way of teaching. Strong focus on key aspects of "the Cott Way" developing</p>	Review and Discuss	
		<p><b>Coming Up</b></p> <ul style="list-style-type: none"> <li>• Year 5 Astronomy Camp</li> <li>• Swimming Lessons: Week 1 in Term 2</li> <li>• ANZAC Day: Week 2 in Term 2.</li> </ul>	Review and Discuss	
		<p><b>Annual Report</b></p> <ul style="list-style-type: none"> <li>• Discuss the details of the NAPLAN results and as compared to peer schools.</li> <li>• Need to consider how to present the data in a different format to make it easier to understand.</li> <li>• Results are showing that students are meeting expectations.</li> <li>• Discuss destination school.</li> <li>• Security incident happened 2 weeks ago at another school.</li> <li>• This information has been spread through a Whatapps.</li> </ul>	Review and Discuss	

		<ul style="list-style-type: none"><li>• Police were investigating the incident.</li><li>• It was managed by the Education Department accordingly.</li><li>• Consider the Stranger Danger training on Education Department.</li><li>• Awareness of surroundings.</li></ul>	
	<p><b>Improvement Plan</b></p> <ul style="list-style-type: none"><li>• Kindy upgrade happening in early April</li><li>• Basketball court is on the agenda but no budget to undertake the upgrade.<ul style="list-style-type: none"><li>▪ Exploring whether grants are available to help to fix the court surface</li><li>▪ Look at Jolimont Primary School upgrade.</li><li>▪ Potential to create 2 x basketball and 2 x tennis courts at the location of the cricket pitches as it is flat surface.</li><li>▪ Limited interest from the three councils of Peppermint Grove, Cottesloe and Mosman Park to help with this issue.</li></ul></li><li>• Winding up current strategic plan and developing the new one this year.</li><li>• 10 of 24 strategies are on-going and creating the foundation for the next strategic plan.</li></ul>	<p><b>Review and Discuss</b></p>	

5	Any Other Business	• No further business				
Next meeting	22 May 2024 Risk Register Review	Meeting closed	7.14pm	Signed	Chair 	Date 18/06/24