

COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

Date	23/10/2024	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Brad Boyle


Attendees	Melanie Love, Graham Dart, Brad Boyle, Brooke Barnett, Tom Gibbins, Tina Hall, Jane Lowther, Marlon Cooray, Tracey Willis (Staff Rep) Myke Barlett and Denise Johnson			
Apologies	Di Richards, Lina Harvey, Galina Rogova and Courtney Bridge			
Item	Description	Lead	Discussion and Report	Action
1	Welcome Acceptance of previous minutes	Chair	<ul style="list-style-type: none">Acknowledgment of CountryPrincipal welcomed Board members and commenced meeting.Declared a quorum and no conflict of interest.Minutes from 7 August 2024 not required due to no Quorum present.	Discuss
2	Previous Meetings and Action	Chair	<ul style="list-style-type: none">Example Board Letter circulated and yet to be finalized by Mel/Graham.	Action

3	Specific Items	Chair	<ul style="list-style-type: none"> • Board Subcommittees <ul style="list-style-type: none"> ○ Traffic/Parking: <ul style="list-style-type: none"> ▪ Spoke to the Peppermint Give Council re parking issues. ▪ Rangers are monitoring the situation, visual deterrent. ▪ Reinforce the safety concerns ▪ Potential for fines ▪ Education to remind parents not to park ▪ Bike buses are being encouraged. Reminder to bring bike locks. ○ Grant Funding <ul style="list-style-type: none"> ▪ Tom, Tracey, Jane ▪ Discuss the River to Sea project (Bilya – Warden) ▪ Engagement of local elders – Peter Farmer <ul style="list-style-type: none"> • Footbridge improvement plan • Beeliam walk plan • Connection with other schools ▪ Artwork to show the Wagyl story ▪ Potential sponsors through Lotterywest, Woodside etc. ○ Building <ul style="list-style-type: none"> ▪ Business Case/Funding ▪ Key Decision Makers ▪ Myke, Tom and Brooke 	<p>Review and Discuss</p> <p>Review and Discuss</p> <p>Review and Discuss</p>
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4	Reports and Operational Matters	Principal <div> Principal's Report <ul style="list-style-type: none"> • Discuss student numbers for 2025 • Student enrolments expected 356 • Sports/Bike shed will be placed in the preferred location, near the science room. • Due to be completed in February 2025. • Discussed the estimated costing for the sport shed • Works have now been completed on the fencing • Meet with Executive Director <ul style="list-style-type: none"> ○ Landscape the original shed site ○ Discuss the current basketball and the proposed new site near the cricket nets. ○ Tuck pointing on the main building to be completed. ○ Returfing the preprimary will occur. ○ Main building roof leak has now been rectified and classroom repairs will commence shortly. ○ Additional budget of \$30K for landscaping near the highway. </div> <div> Safety/ Risks <ul style="list-style-type: none"> • Discuss student numbers for 2025 • Student enrolments expected 356 • Sports/Bike shed will be placed in the preferred location, near the science room. • Due to be completed in February 2025. • Discussed the estimated costing for the sport shed • Works have now been completed on the fencing • Meet with Executive Director <ul style="list-style-type: none"> ○ Landscape the original shed site ○ Discuss the current basketball and the proposed new site near the cricket nets. ○ Tuck pointing on the main building to be completed. ○ Returfing the preprimary will occur. ○ Main building roof leak has now been rectified and classroom repairs will commence shortly. ○ Additional budget of \$30K for landscaping near the highway. </div> <div> Movement and Improvement Raise Academic Standard <ul style="list-style-type: none"> • Term 3 writing assessments. </div>	Review and Discuss

		<ul style="list-style-type: none">• Teachers attending comparable schools.• PEAC testing results discussed: 4 students qualified only 3 can be nominated this year.• Student are assessed on Verbal and Mathematical reasonings• Discuss the PAD assessments which are being completed this week.• Discuss results of student during and positive results received.	
		<p>Future Learners</p> <p>Develop students and staff to be curious and adaptive</p>	Review and Discuss
		<p>Embrace Aboriginal Culture and Perspective</p> <p>Improve understanding of the histories, cultures, languages and perspectives of Aboriginal people.</p> <p>Through Tom's connections meeting Noongar elders – Peter Farmer Senior and Parent and Cottesloe Councilor Michael Thomas</p>	Review and Discuss
		<p>Mind and Body</p> <p>Enhance student and staff wellbeing.</p> <ul style="list-style-type: none">• Next meeting will present the draft of the strategic plan• Maths Olympiad there were 17 students involved.	Review and Discuss
		<p>Coming Up</p>	

		<ul style="list-style-type: none"> • World Teacher Day 25 October • Cott Father Camp – over 300 registers. • School Open night – Wednesday 30 Oct 2024 	Review and Discuss
		<p>Finance</p> <ul style="list-style-type: none"> • On budget and the School is currently Solvent • More detailed update to be provided at the next meeting. • Discuss school voluntary contributions and charges – no increase from last year. • 2 items to be finalized • Board to approve by November • Circular Resolution can be done to approve the contributions budget. • Cost of buses have increased • New after school care provider starts next year. Estimated extra \$80K revenue • Discuss the principal 360 survey due by end of the month. <p>Board Succession</p> <ul style="list-style-type: none"> • Tina looking to step down next year • Tom to become the secretary at the next meeting • Marlon will continue next year • Seek to advertise for new members by the end of year, ready for the start of 2025. • Review and discuss the Board Terms of Reference • Board agreed and updated the School Board Terms of 	<p>Review and Discuss</p> <p>Review and Approve</p>

			Reference. Resolution passed.				
5	Any Other Business		• N/A				
Next meeting	3 December 2024	Meeting closed	7.30pm	Signed	Chair 	Date 