


COTTESLOE PRIMARY SCHOOL BOARD MEETING MINUTES

Date	4 th March 2025	Chairperson	Melanie Love
Time	6.00 pm	Secretary	Tom Gibbins

Attendees	Board Members: Melanie Love, Tom Gibbins, Marlon Cooray, Fiona Hohnen, Dan Pickup, Brooke Barnett (CPS), Tracey Willis (CPS), Denise Johnston (CPS), Graham Dart (Principal), Diane Richards (Co-op Policy), CPS P&C: Myke Barlett CPS Leadership Team: Jane Lowther (Deputy Principal), Lena Harvey (Manager),, Michelle Proud (Acting Deputy Principal)		
Apologies	CPS Leadership Team: Courtney Bridge (Deputy Principal)		
Item	Description	Lead	Discussion and Report
1	Welcome	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 3rd December 2024.
	Acceptance of previous minutes		Discuss and Endorsed
2	Previous Meetings	Chair	<ul style="list-style-type: none"> Previous meeting minutes endorsed by Mel / Marlon.
			Endorsed

	and Action		<ul style="list-style-type: none"> Board Letter to recognize long term P&C members 	Action: Mel/Graham
3	Specific Items	Chair	<ul style="list-style-type: none"> Welcome new board members Fiona and Dan Board Modules – induction material, Request Fiona to deliver training in Term 2. Invite other schools to attend. Communicate AGM 8 April 2025 (minimum 2 weeks prior) 	<p>Action: Graham</p> <p>Action: Graham</p>
4	Reports and Operational Matters	Principal	<p>Principal's Report</p> <ul style="list-style-type: none"> Operational Plan 2025 shared with the board 2024 – 2027 Business Plan shared with the board Master Plan <ul style="list-style-type: none"> Basketball hardcourts near the cricket nets. Beelias Walk GD absent from 26th March (for ~3 weeks) Upcoming events to be included in CPS calendar <ul style="list-style-type: none"> E.g. Pupil free days, family picnic, cott fathers, carnival, other fund raisers etc <p>Budget & Financial Overview</p> <ul style="list-style-type: none"> Interim report, finalized not before end of March 2025 <p>Safety/ Risks</p> <ul style="list-style-type: none"> Hand injury in Nature playground Yr1 student Near miss in Teacher's carpark – review signage entrance 	<p>Review/Discuss</p> <p>Action: Tom</p> <p>Review/Discuss</p> <p>Action: Graham</p>

		<ul style="list-style-type: none"> • Review of ACROD bays in Teachers carpark, removal of Bball ring 	Action: Graham
		<p>Board Updates</p> <ul style="list-style-type: none"> • Distribute Strategic risk assessment • All members to review Board documents distributed with the meeting invites • Investigate which sub-committees they wish to belong to <p>Subcommittees</p> <ul style="list-style-type: none"> • Traffic/Parking (Mel, Tom): <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. • 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 • Building (Myke, Tom, Brooke) <ul style="list-style-type: none"> ◦ Business Case/Funding 	<p>Action: Mel</p> <p>Review/Discuss</p> <p>Review/Discuss</p> <p>Review/Discuss</p>

		Board changes <ul style="list-style-type: none">Denise Johnston (CPS) to step down				
5	Any Other Business		<ul style="list-style-type: none">Board letter of commendation for Jenni Mitchell's retirement at end of Term 1 (make a difference award)Terms of Reference – section 8.3, investigate nomination of person who holds the position of P&C president to be appointed to the board as a parent repDistribute master plan – updated version of the big picture so that we can share with the CPS community.		Action: Mel/Graham Action: Tom/Mel/Graham	
Next meeting	8 th April 2025	Meeting closed	7.35pm	Signed 	Chair M. Love	Date 8/4/25