



COTTESLOE PRIMARY SCHOOL

BOARD MEETING MINUTES

Date	10 March 2026	Chairperson	Melanie Love
Time	6.06 pm	Secretary	Tom Gibbins

Attendees	Board Members: Melanie Love (Chair), Tom Gibbins (Secretary), Fiona Hohnen, Dan Pickup, Olivia Trembath, Graham Dart (Principal), Brooke Barnett (CPS), Diane Richards (Co-op Policy), Leeanne Foulsham (P&C), Tracey Willis (CPS) CPS Leadership Team: Jane Lowther (Deputy Principal), Courtney Bridge (Deputy Principal),		
Apologies	Board Members: Sandra Santini (CPS), Dean Adams (Co-op) CPS Leadership Team: Lena Harvey (Manager)		
Item	Description	Lead	Discussion and Report
1	General	Chair	- Acknowledgment of Country. - Declared a quorum and no conflict of interest.
2	Previous Meetings and Actions	Chair	- Minutes adopted from Meeting on 9 December 2025 - Board vacancy filled: Welcome Olivia Trembath! - Board Training 25 March 2026 Rosalie Primary School - Endorse sports shirts - Review communications strategy - Review CPS Annual Report - Escalate request for Stirling HWY safety barrier with Main roads
			- Accepted - Completed - All - All - Graham - All - Tom

3	Operational Matters	Principal	Principal's Report • School Structure ○ 349 students ○ Staffing finalised, room allocated ▪ Incoming staff Christine Sardi Yr2 ○ 5/6 Split classes functioning well • Safety/Risks ○ Parking & Traffic flow remains a concern ○ New Water Leak UAT – being repaired ○ Room 2&3 not in use due to moisture in walls ○ Improve safety and reduce risk along Stirling Hwy • Relationships ○ Parent Welcome Picnic was a success ○ Parent Rep's positions filled ○ WhatsApp Parent communities established • Learning Environment ○ Focus on Dojo's positive behaviours T1 ○ Wellbeing program T1 ○ Protective behaviours T2 ▪ Di shared bullying poster on 11th March ○ Values shield to be presented • Teacher Quality ○ Regional Director: Positive feedback of Teaching Excellence • Leadership ○ Mr Bridge secondment Nedlands PS T2, T3 ○ Ms Proud Deputy Principal T2, T3 ○ Shelley Charwood and Catherine Bell – Future Leaders • Student Achievement ○ NAPLAN commencing ○ On-entry assessment continuing • Governance	Reviewed and Discussed
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			○ CPS Risk register shared and discussed Annual Report ● Shared with Board Finance Report ● Finance report – draft Budget report viewed with outlook for small increase in reserves. Final report to be reviewed at next Board meeting ● P&C Voluntary contributions discussed Board roles ● Mel Love stepped down as Chairman ● Tom Gibbins stepped down as Secretary ● Tom Gibbins voted in as Chair (10/3/2026) ● Mel Love voted in as Secretary (10/3/2026)	Viewed Viewed Endorsed
4	P&C	P&C President	P&C update ● Leeann discussed key items on P&C report ● HWS installation, wall refurb to be budgeted ● Beeilar walkway "Cottather Lane" off Keane St completed	Discussed
5	Grants & Funding	Principal	Grants & Funding ● Basketball courts \$400K – completion expected Oct 2026 ● UWA partnership \$48K oval resurfaced ● Floorball \$19K equipment to be delivered in 2026 ● Your Move \$25K bike shelter to be installed near "Cottather lane"	Discussed

			• Dept Transport \$15K active transport	
6	Strategic items		• Traffic/Parking ○ YourMove working group mobilised under Chris Andrews – gaining traction and funding ○ Parking remains an issue	Discussed
Closed	7:29pm	Chair Tom Gibbins	Signed 	Date 9/6/26