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Description automatically generatedNorth Cottesloe Primary School – Board Minutes - CONFIRMED**

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| **Meeting**  **Week 7 – Term 4 – 2023**  **21/11/2023**  **North Cottesloe Primary School – Staff Room** | | | |
| Item | Agenda | Minutes |  |
| **1.0** | **Welcome and apologies** |  | |
| 1.1 | Opening and welcome  ***Acknowledgement of Country*** | *Board Chair, James Fitzpatrick, opened the meeting at 6:05pm with an Acknowledgement of Country* | |
| 1.2 | Apologies and absentees | *Sally Ercleve* | |
| 1.3 | Confirmation of agenda | *Agenda confirmed by Amy Maynard* | |
| **2.0** | **Disclosure of Interests** |  | |
| 2.1 | Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the Chairperson prior to the meeting to determine appropriate way to manage the conflict. | *Nil* | |
| **3.0** | **Minutes of Previous Meeting** |  | |
| 3.1 | Review of Previous Meeting | *Confirmation of the minutes from the previous meeting: John Livingston* | |
| 3.2 | Actions Arising from the previous meeting. | *Nil* | |
| **4.0** | **Correspondence In and Out** |  | |
| 4.1 | Thank you letter to outgoing board member | Thank you letter to outgoing board member, Sally Ercleve, for her contribution to the Board | |
| 5.0 | **Reports and Operational Matters** |  | |
| 5.1 | Minimum Expenditure Req Report One Line Budget Statement Financial Summary | * *Discussion - We are looking to draw on money from salary reserves to carry us over to March 2024. Enrolment numbers are looking good, we’d ideally like a few more enrolments, particularly in Pre-Primary. Families are encouraged to do an application to enrol even if they’re not in area.* | |
| 5.2 | NQS Presentation | * *National Quality Standard presentation by Early Years Executive Leader Amy Maynard* * *Every year it’s the data is audited and reviewed to ensure we stay true to practice, with a focus on Kindy -Year 2. Discussion re what our NQS Priority focus areas were for 2023 and what our improvement targets for 2024 are.* | |
| 5.3 | NSOS | * *National School Opinion Survey went out via email staff survey, every parent got a parent survey, and Yr 5 and 6 students completed a student survey. Every school in Australia must complete a NSOS every two years.* | |
| 5.4 | Business 2024 [schedule] | * *Board business 2023 - Proposal provided on what we will cover at each meeting next year.* * *Suggestion - the social media and marketing strategy should be reviewed in Term 1*   *Good standing Term 2, Behaviour reviewed in Term 3 along with class placement if required. It was agreed that while some guidelines may need a review but we don’t need to rewrite or change all of them annually*   * *North Cottesloe is bound by the policies of the DoE and where required, is supported by Guidelines relevant to our context* * *Annual report 2023 - Discussion re data available for the Annual report, we are restricted by the dates the report is due and the availability of some data from the DoE.* | |
| 5.5 | Business Plan 2023-2025 Internal Assurance | * *Discussion - Business Plan Strategies and Monitoring, internal self assurance, colour coded to green, orange and red – Green if we’re meeting targets, orange if we’re working towards, and red if we’ve not yet met targets.* | |
| **6.0** | **Board Box** |  | |
|  | School newsletter – Board contribution | * *Board chair - a recap on what the Board focussed on this year, and sharing that we’ve looked at what we’ll work towards next year.* | |
| **7.0** | **Next Meeting** |  | |
|  | Next meeting – Week 3 – Term 1 | * *The next meeting will be held on Tuesday 13 February 2024* | |
| 8.0 | Meeting close | * *Board chair closed the meeting at 7:25pm and thanked everyone on the Board for their time and energy this year, he gave special mention to the Principal for her leadership and management of the school.* | |

***Ngany kaaditj waangkiny koora burdiya nidja boodja yanginy nganyang yira koora yey koorliny noongar moort.  Ngany djoorabiny mandja nyin kaadatjiny Noongar boodja.***

*I acknowledge the traditional owners of this land and pay my respects to past, present and emerging elders. It is a privilege to meet, live and learn on Noongar land.*

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| Understand | **Understand decisions** made by the principal and others |
| Inform | **Inform decisions** made by the principal and others |
| Make | **Make decisions** with the principal and others |
| Note | **Note information** presented to the Board by Principal and others |

Judgement – How are we going?

Evidence – How do we know how we are going?

Improvement – What are we doing next, determined by our judgement and evidence?

Not meeting

Working Towards

Meeting