



**AGENDA FOR BURNS BEACH PRIMARY SCHOOL BOARD MEETING**  
**Wednesday 22 February 2023 BBPS Library**

<b>ITEM NO.</b>	<b>ITEM</b>	<b>Led By</b>	<b>Action</b>
<b>1</b>	<b>Welcome, Acknowledgement of Country and Apologies</b>		
1.1	The meeting opened by the Chair @ 6.03pm	Trudy	
1.2	<b>Present:</b> Herman, Cheryl, Samantha, Justin, Anisha, Kasey, Georgi, Trudy <b>Apologies:</b> Hayley <b>Absentees:</b>	Trudy	
1.3	<i>Confirmation of Agenda</i>	Trudy	Confirmed Add time allocations to agenda items from next meeting.
<b>2</b>	<b>Disclosure of Interests</b>		
2.1			Discussed, no new disclosures, no action
<b>3</b>	<b>Minutes of Previous Meeting/ Business Arising</b>		
3.1	<i>Code of Conduct and Our 5 Whys</i> Discussed Code of Conduct, & 5 Y's, all agreed remains relevant.	Trudy	1 why may be highlighted each week by the chair.
3.2	<i>Minutes of previous meetings</i>	Trudy	Moved Herman Kasey seconded All agreed
3.3	<i>Business Arising:</i> ➤ End of Year Board Report 2022	Trudy	Conrad unable to complete last year, new chair to liaise with Trudy to write based on dot points recorded.
<b>4</b>	<b>Priority Items</b>		
4.1	<i>Review the Terms of Reference</i> Discussion about ed support parent as co-opted community member.	Trudy	Trudy to call for advice on co-opting 10 <sup>th</sup> member as representative of ed-support community. Reviewed other TOR, all agreed happy with existing items.
4.2	<i>2023-2025 Draft Business Plan Review</i> - Members to review the draft Business Plan and endorse	Trudy	Discussed, suggestions made around targets, all agreed & endorsed
4.3	<i>Update on strategic directions</i> Trudy outlined business plan focus for 2023. Discussed the potential to survey new families in term 2, then whole school in term 3 to establish 2 data sets.	Trudy	New families at start of year receive survey start term 2. VOC term 3. Add agenda item next meeting: Review existing VOC questionnaire & adjust for new families for distribution early term 2 before

			week 4 meeting
4.4	<i>2022 Annual report update</i>	Trudy	Trudy will circulate report prior to next meeting. needs to be endorsed by end of term.
4.5	<i>Induction and Training Processes</i>	Trudy	Trudy to send link to PDF documents for all modules. Add standing item on agenda for any questions on modules. Trudy to investigate training once new board member joins term 3.
4.6	<i>Appointment of Board Chair Herman &amp; Kasey nominated</i>	Trudy	Kasey elected.
4.7	<i>Appointment of Board Secretary</i>	Trudy/ Chair	Georgi elected Georgi to bring register next meeting to obtain new members contact details.
<b>5</b>	<b>Reports and Operational Matters</b>		
5.1	<i>General School Report</i> Trudy outlined draft budget Discussion about positioning of voluntary contribution fees being reviewed/re-worded prior to sending out this year to encourage a greater % of families to take up the contribution. Possibly add to classroom info sessions / whole school approach to message at commencement of school year in intro blurb / powerpoint.	Trudy	Possible positive message in newsletter re Payment plans.  Further discussion to be had this year
5.2	<i>Finance Report</i> - 2023 Draft Budget to be noted	Trudy	Noted
<b>6</b>	<b>Other Business</b>		
	Pay it forward - Trudy to get info from Bob Hawke College.		Add agenda item for next meeting pay it forward re book list items as well as excursion/incursion etc
<b>7</b>	<b>Next Meeting</b>		
	Week 8, Term 1 Wednesday 22 March at 6.00pm		
<b>8</b>	<b>Meeting Closed at 7.46</b>		

Signed – Chair

Date: