



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

Time	ITEM NO.	ITEM	Led By	Action
	<b>1</b>	<b>Welcome, Acknowledgement of Country and Apologies</b>		
5 mins	1.1	The meeting opened by the Chair @ 6.01pm	Kasey	
	1.2	<b>Present:</b> Herman, Samantha, Justin, Anisha, Kasey, Georgi, Trudy <b>Apologies:</b> Cheryl <b>Absentees:</b> Hayley	Kasey	
	1.3	<i>Confirmation of Agenda</i>	Kasey	
	<b>2</b>	<b>Disclosure of Interests</b>		
1 min	2.1		Kasey	Nil
	<b>3</b>	<b>Minutes of Previous Meeting/ Business Arising</b>		
5 mins	3.1	<i>Code of Conduct and Our 5 Whys</i> Primary consideration that the school's priority is the best interest of the students	Kasey	5 Whys to be reviewed in full at first board meeting of the year
1 min	3.2	<i>Minutes of previous meetings</i>	Kasey	Herman moved Seconded Anisha carried
5 min	3.3	<i>Business Arising:</i> <ul style="list-style-type: none"> <li>➤ Community member representing Education Support Program</li> </ul> Can do as long as really clear that the reason the person is on the board is because of the contributions they can make from an ed support perspective. Year on year appointment/invitation. Parent who nominated previously makes sense. Trudy will contact. <ul style="list-style-type: none"> <li>➤ Link to PDF Documents for training modules</li> </ul> Login supposed to be possible. Select new board member to see drop down of all modules. To be completed at our own pace. <ul style="list-style-type: none"> <li>➤ Register for member contact details</li> </ul>	Kasey	Trudy to contact ed support parent who nominated this year.  Complete modules at our own pace.  Georgi will have new register of contacts completed at next meeting.  <a href="#">School councils and boards - Department of Education</a>
	<b>4</b>	<b>Priority Items</b>		
15 mins	4.1	<i>Review existing Voice of Community questionnaire and adjust for new families for distribution early Term 2.</i> Are we able to adjust new family questionnaire to be relevant to being in the school for only 10 weeks?	Kasey	For discussion Kasey draft blurb & email introduction to the questionnaire & circulate to board members via email.

		Same answers with pop up comment boxes to ask <ul style="list-style-type: none"> <li>- What are we doing well?</li> <li>- It would be even better if:</li> </ul> Change intro piece to intro school board, why the questionnaire etc.		
15 mins	4.2	<i>Pay it Forward initiative</i> Bob Hawke college – Create pool of money where excursion/incursion etc events can be paid twice with contribution to pay it forward pool to help families who may not have funds for the event. Trudy suggests sub group for payment approvals with board rep, Trudy & MCS. Not asking families to complete huge disclosures. Set up terms of reference with standing approval up to \$20 . Subsidise rather than cover full cost of the more expensive items.	Trudy	Trudy to ask more specifics – cap amounts, whether the unused funds can be rolled forward or whether they need to be spent (sent to P & C for eg & then contributed back to the school)
5 mins	4.3	<i>Statement of Expectation</i> Signed off last year. Reminder on commitments & responsibilities of the school	Trudy	Noted  Does not need signing by Kasey as last year's SOE covered through to 2024
10 mins	4.4	<i>2022 Annual report update</i> Outline at this point to be completed term 2	Trudy	Trudy will circulate the achievements list because there are so many amazing things!
10 mins	4.5	<i>Mobile Phone Policy</i> Is a department policy so unable to be edited teachers may ask parents of their class if their child has a phone	Trudy	Noted
10 mins	4.6	<i>BBRA standing agenda item</i> Police came out re traffic E scooters an identified issue. Police were on BB road this morning booking people for speeding in the school zone	Herman	Reminder in newsletter for helmets.
	<b>5</b>	<b>Reports and Operational Matters</b>		
5 mins	5.1	<i>General School Report</i>	Trudy	
	5.2	<i>Finance Report</i>	Trudy	Not yet as awaiting funding. ETA end of March
	<b>6</b>	<b>Other Business</b>		
3 mins		HBF closing all pools term 2 & 3. No appropriate alternative – kids will not be doing swimming this year.		Vac swim reminders as alternative
	<b>7</b>	<b>Next Meeting</b>		
		Week 4, Term 2 Wednesday 17 May at 6.00pm		



	<b>8</b>	<b>Meeting Closed at 7.32pm</b>		

Signed – Chair

Date: