



**AGENDA FOR BURNS BEACH PRIMARY SCHOOL BOARD MEETING**  
**Tuesday 21 November 2023 BBPS Conference Room**

ITEM NO.	EST TIME	ITEM	Led By	Action
<b>1</b>	6.00pm	<b>Welcome, Acknowledgement of Country and Apologies</b>	Kasey	
1.1		The meeting opened by the Chair @ 6.04pm	Kasey	
1.2		<b>Present:</b> Trudy, Kasey, Rob, Anisha, Cheryl, Georgi, Sian, Herman <b>Apologies:</b> Sam, Tarryn & Justin <b>Absentees:</b>	Kasey	
1.3		<i>Confirmation of Agenda</i>	Kasey	
<b>2</b>		<b>Disclosure of Interests</b>		
2.1				Nil
<b>3</b>		<b>Minutes of Previous Meeting/ Business Arising</b>		
3.1	6.02pm	<i>Code of Conduct</i> - Acknowledgement of Code of Conduct and our 5 Whys	Kasey	The board is accountable to the school community & the director general. We will strive for continuous improvement
3.2		<i>Minutes of previous meeting 1/11/2023</i> - Have been passed, endorsed and signed by Board Chair	Kasey	All confirmed & happy w minutes
3.3		<i>Business Arising:</i>  ➤ Link to PDF Documents for training ➤ Register of member contact details (update to include training & criminal record check)	Kasey Kasey	<a href="#">School councils and boards - Department of Education</a> Georgi to add training & criminal history check to register
<b>4</b>		<b>Priority Items</b>		
4.1	6.05pm	<i>Business Plan 2023-2025 Review</i>	Trudy	Reviewed, allocated traffic light system on each area and endorsed
4.2		<i>Review Statement of Expectations</i>	Trudy	Reviewed
4.3		<i>Summary of Board's achievements and decisions made in 2023</i>	Kasey	Reviewed & endorsed
4.4		<i>Farewell to members</i>	Trudy	Thank you Anisha, Sam & Herman
<b>5</b>		<b>Reports and Operational Matters</b>		



5.1	7.05pm	<i>General School Report</i>	Trudy	Reiterate business plan focus
5.2		<i>Finance Report</i> - Financial reports reviewed	Trudy	Sian discussed finance report
<b>6</b>		<b>Other Business</b>		
<b>7</b>		<b>Next Meeting</b>		
		Week 4, Term 1 Wednesday 21 February 2024, 6.00-7.30pm	Kasey	
<b>8</b>		<b>Meeting Close</b>		
		Meeting closed at: 7.30pm		

Signed – Chair

Date: