



MINUTES FOR BURNS BEACH PRIMARY SCHOOL BOARD MEETING
Wednesday 14 September 2022 BBPS Conference Room

ITEM NO.	EST TIME	ITEM	Led By	Action
1	5 Min	Welcome, Acknowledgement of Country and Apologies	Conrad	
1.1		The meeting opened by the Chair @ 6:00pm	Conrad	
1.2		Present: Trudy, Conrad, Justin, Kasey, Cheryl, Herman, Rosie, Hayley Apologies: Georgi Absentees:	Conrad	
1.3		<i>Confirmation of Agenda</i>	Conrad	Confirmed by all present
2		Disclosure of Interests		
2.1				
3		Minutes of Previous Meeting/ Business Arising		
3.1	15 Min	<i>Code of Conduct</i> - Acknowledgement of Code of Conduct	Conrad	Reiterated the need for confidentiality surrounding VoC responses
3.2		<i>Minutes of previous meeting 10/8/2022</i> - to be passed, endorsed and then signed by Board Chair	Conrad	Endorsed
3.3		<i>Business Arising:</i> - Publish the "5 Whys" - Complete Module 1 of training by this meeting-one member to share their learnings - Any clarifications needed on the Statement of Expectation - Date for face-to-face School Board training	Trudy Trudy Trudy Trudy	5 Whys to be published on BBPS website Trudy will communicate when access to online training is available Good Governance: online training for all public school Council or Board members PLIS[P46774] - Leadership Institute - Department of Education WA's Catalog (canvaslms.com) Statement of Expectation: The next School Board meeting will be open to questions from Board members Face-to-face School Board training: Tuesday 18 th October 6pm – 8pm
4		Priority Items		

4.1		<i>Business Plan 2022-2025</i> <ul style="list-style-type: none"> - Update and sharing of where we are at currently in the process 	Trudy	<p>Trudy outlined the 'Focus Your Focus' teams:</p> <ul style="list-style-type: none"> - NQS (name TBC) - PBS - Business Plan - Sounds Write <p>Board Members to review the Public School Review Standard and have an opportunity to raise questions at next meeting</p>
4.2		<i>Voice of Community</i> <ul style="list-style-type: none"> - Analysis of, and discussion around, data from Voice of Community Survey on Open Night 	Trudy	<p>Based on survey results, decision was made to ask students for their feedback. Be You and Friendly Schools Plus are both options</p> <p>Conrad to contact parents/carers who left their contact info on the form</p>
4.3		<i>School Board Effectiveness Survey</i>	Trudy	Survey to be completed again following the training on 18 th October
4.4		<i>School Board members on website</i>	Trudy	Board Members present agreed. Georgi to confirm.
5		Reports and Operational Matters		
5.1	5 Min	<i>General School Report</i>	Trudy	Discussed
5.2		<i>Finance Report</i> <ul style="list-style-type: none"> - Financial reports reviewed 	Trudy	Adjustments made to Comparative Budget were acknowledged and noted
5.3	5 Min	<i>Nationally Coordinated Criminal History Check</i> <ul style="list-style-type: none"> - Reminder to Board members to complete these - School council and board members - Department of Education 	Trudy	Reminder given
6		Other Business		
6.1	10 Min	Three key takeaways	Conrad	<p>All Board Members</p> <ul style="list-style-type: none"> - Positive feedback: Congratulations to Trudy for the superb leadership. - Business Plan: Thank you to Trudy and BBPS staff. - A great sense of community has been formed.
7		Next Meeting		
		Week 4, Term 4 Wednesday 2/11/2022, 6.00-7.30pm		Trudy to send a calendar invite out
8		Meeting Closed 7.36pm		