



**AGENDA FOR BURNS BEACH PRIMARY SCHOOL BOARD MEETING**  
**Wednesday 1 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 @ 6.02pm	Kasey	
1.2		<b>Present:</b> Justin, Cheryl, Sam, Rob, Anisha, Kasey <b>Apologies:</b> Herman, Georgi, Tarryn <b>Absentees:</b>	Kasey	
1.3		<i>Confirmation of Agenda</i>	Kasey	Confirmed
<b>2</b>		<b>Disclosure of Interests</b>		
2.1				None
<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	Focus on Item 2-respect need for confidentiality. 5 Whys-commitment of trust specifically around Pay It Forward Initiative
3.2		<i>Minutes of previous meeting 17/05/2023</i> - Have been passed, endorsed and signed by Board Chair	Kasey	Passed and signed
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	We will investigate face to face training for early 2024 <a href="#">School councils and boards - Department of Education</a>
<b>4</b>		<b>Priority Items</b>		
4.1	6.05pm	<i>Pay it Forward Initiative</i>	Kasey	Terms of Reference were reviewed with some wording changes to be made so alignment across Terms of Reference, Charges and Contributions and Pay It Forward Request Form. With these changes made, ToR were endorsed.
4.2		<i>2024 Booklists</i>	Trudy	All Booklists for 2024



				were reviewed and endorsed
4.3		<i>2024 Voluntary Contributions and Charges</i>	Trudy	Reviewed and endorsed with changes as per Pay It Forward Initiative Item 4.1
4.4		<i>School Development Day Dates – 2024</i>	Trudy	Dates as presented were endorsed for 2024
<b>5</b>		<b>Reports and Operational Matters</b>		
5.1	7.05pm	<i>General School Report</i>	Trudy	Trudy shared information re the new NAPLAN Proficiencies. 2024 data was shared and discussed with areas of strength and areas to focus on highlighted.
5.2		<i>Finance Report</i> - Financial reports reviewed	Trudy	Summary finance report was reviewed and discussed. Spending for 2023 is on track with some cash carry forward as part of Establishment Grant expected for 2024.
5.3		<i>Student Numbers</i>	Trudy	
<b>6</b>		<b>Other Business</b>		
6.1	7.50pm	Next meeting prep <ul style="list-style-type: none"> <li>Reflection against business plan</li> </ul>	Trudy	All Board Members asked to review the Business Plan and highlight using a traffic light system areas we are 'achieving' (green), 'working towards' (orange) or 'not started' (red).
<b>7</b>		<b>Next Meeting</b>		
		Week 7, Term 4 Tuesday 21/11/2022, 6.00-7.30pm **change of day**	Kasey	Meeting date has changed due to clash with Children's University Graduation on Wed 29/11
<b>8</b>		<b>Meeting Close</b>		
		Meeting closed at:		

Signed – Chair

Date: