



**Minutes of BURNS BEACH PRIMARY SCHOOL BOARD MEETING  
Wednesday 17th May 2023 BBPS Library**

Time	ITEM NO.	ITEM	Led By	Action
	1	<b>Welcome, Acknowledgement of Country and Apologies</b>		
6:00pm	1.1	The meeting opened by the Chair @ Welcome to new members	Kasey	Meeting opened at 6.01pm  Sam Dixon to take minutes  Kasey welcomed Dr Rob Green as the new parent representative to the school board for a period of 3 years. Rob introduced himself as parent with two children in the school.  Kasey welcomed Taryn Botes as a new community representative for Disability and Inclusion to the school Board for a period of 1 year but is also a parent of one child in the school
	1.2	<b>Present:</b> <b>Apologies:</b> <b>Absentees:</b>	Kasey	Kasey Carr Trudy Burke Samantha Dixon Tarryn Botes Rob Green Anisha Rajput Cheryl McGee  Visiting: Sian Keys – MCS of BBPS  Apologies:  Georgi Calderone Herman Esterheuzen Justin Bullivant
	1.3	<i>Confirmation of Agenda</i>	Kasey	Agenda confirmed.
	2	<b>Disclosure of Interests</b>		
6:05pm	2.1		Kasey	Trudy explained what this means in practice to the new board members.  None to disclose
	3	<b>Minutes of Previous Meeting/ Business Arising</b>		

6:06pm	3.1	<i>Code of Conduct and Our 5 Whys</i>	Kasey	<p>Trudy to circulate Code of Conduct to Rob and Tarryn.</p> <p>Focus tonight – Environment and Culture – High performing, nurturing and fun environment and from our 5 ‘whys’, and from the Code of Conduct – “the school’s values are in the best interest of students”.</p>
6:11pm	3.2	<i>Minutes of previous meetings</i>	Kasey	<p>Accepted by everyone</p> <p>To be signed afterwards</p>
6:12pm	3.3	<p><i>Business Arising:</i></p> <ul style="list-style-type: none"> <li>➤ Pay it Forward Initiative</li> </ul>	Kasey	<p>Pay it forward – Trudy explained to everyone the concept and summarised previous discussions.</p> <p>She shared Bob Hawke College’s process and documentation.</p> <p>Due to requirement to share information with parents with 6 weeks’ notice, suggestion was made to defer to roll out for 2024. Decision required in Term 4 Board meeting. Allows three meetings till then to agree processes and formulate Terms of reference.</p> <p>Ideas – when rolled out, some suggestions as to likely recipients should be included.</p> <p>Also, add note to payment prompts for incursions on Compass.</p> <p>Agreed in principal to move forward. Next meeting – look at Terms of Reference.</p> <p>Areas detailed such as Sustainability, Arts, Physical Education</p> <p>Deadline is the end of term 2.</p> <p>Trudy also ran through other data that will be included <a href="#">School councils and boards - Department of Education</a></p> <p>Kasey raised issue of face to face training? Expression of interests? Idea of whole board training in mid Term 1, 2024. Agreed that Trudy will investigate availability.</p> <p>Carry forward – Georgi to bring to next meeting.</p>
		<ul style="list-style-type: none"> <li>➤ Annual Report</li> <li>➤ Link to PDF Documents for training modules</li> <li>➤ Register for member contact details</li> </ul>		

4		Priority Items		
6:17pm	4.1	<i>Review Voice of Community questionnaire results</i>	Kasey	<p>Kasey explained the new parent survey sent in Term1 to 62 new families.</p> <p>25% response rate.</p> <p>Overall - very positive responses. Reflective of great onboarding process managed by Trudy and team.</p> <p>Agreed actions:</p> <p>Trudy and Kasey to follow up specific comments.</p> <p>Survey to be run again in Term 3 around open night.</p> <p>Consistent questions to be able to track trends.</p> <p>Ensure role of school board is clear compared to operational matters.</p>
6:32pm	4.2	<i>2023 Funding</i>	Trudy	<p>Trudy explained funding model to Rob and Tarryn.</p> <p>End of Term 1, week 3 data is submitted to Department and reconciled.</p> <p>Refer to Trudy's powerpoint.</p> <p>More autonomous budget control to school leaders.</p> <p>5 funding components</p> <ul style="list-style-type: none"> <li>• <u>Per student funding</u> - \$2.4 million</li> <li>• <u>School characteristics</u> - \$387,000 (down from \$446K)</li> <li>• <u>Locality location</u> – \$0 due to proximity to metropolitan area</li> <li>• <u>Student Characteristics</u> - \$11,030 (Aboriginal) \$ 706,373 (Disability) \$31,488 (additional learning needs) \$21,700 (EALD) \$18,200 (Social disadvantage)</li> <li>• <u>Targeted initiatives</u> Ed Support \$236,100 Dental therapy \$5698 Establishment allocation \$246,526</li> <li>• <u>Other Income</u> –  Keiki Voluntary contributions P&amp;C</li> </ul> <p><b>Total income \$4,409,550</b></p>

				<p><u>Expenses</u></p> <p>Most of budget is spent on salaries.</p> <p>Funding Agreement to carry forward to next meeting</p>
7:12pm	4.3	<i>How to create broader interaction with the school community</i>	Kasey	<p>For discussion</p> <p>Carry forward to next meeting</p>
7:12pm	4.4	<i>Annual Public Board Meeting date</i>	Kasey	<p>For noting</p> <p>Scheduled for first board meeting of Term 3, week 4.</p>
7:15pm	4.5	<i>Learning Area Plans update</i>	Trudy	<p>For noting</p> <p>Carry forward to next meeting</p>
	<b>5</b>	<b>Reports and Operational Matters</b>		
7:18pm	5.1	<i>General School Report</i>	Trudy	<p>Refer to report circulated by Trudy in email invitation on 12/5.</p> <p>No questions raised.</p>
	5.2	<i>Finance Report</i>	Trudy	<p>Must spend min of 96% of money on this year's students.</p> <p>Must spend \$4,233,168</p> <p>Most important figure should be highlighted in green</p> <p>Aim to spend budget by term 3.</p>
	<b>6</b>	<b>Other Business</b>		
7:40pm		Fence Jumping		<p>Not really a Board matter but Trudy will share a note with teachers to ensure students wait for gates to early childhood area to be opened.</p>
	<b>7</b>	<b>Next Meeting</b>		
		Week 8, Term 2 Wednesday 14 June at 6.00pm		
	<b>8</b>	<b>Meeting Closed at</b>		7.38pm

Signed – Chair

Date: