



AGENDA FOR BURNS BEACH PRIMARY SCHOOL BOARD MEETING
Tuesday 29 November 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 @ 6.02	Conrad	
1.2		Present: Conrad, Trudy, Rosie, Justin, Herman, Georgi, Cheryl. Kasey online Apologies: Hayley Absentees:	Conrad	
1.3		<i>Confirmation of Agenda</i>	Conrad	
2		Disclosure of Interests		
2.1				
3		Minutes of Previous Meeting/ Business Arising		
3.1	5 Min	<i>Code of Conduct</i> <ul style="list-style-type: none"> - Acknowledgement of Code of Conduct - Students being at the heart of all board decisions & why we are here. In their best interests 	Conrad	
3.2		<i>Minutes of previous meeting 2/11/2022</i> <ul style="list-style-type: none"> - Have been passed, endorsed and signed 	Conrad	Signed by Trudy as Conrad was absent & Trudy chaired
3.3		<i>Business Arising:</i> ➤ Nil		
4		Priority Items		
4.1	55 Min	<i>Focus 2023</i>	Trudy	Discussed
4.2		<i>Business Plan 2023-2025 Draft</i> <ul style="list-style-type: none"> - Update target for writing 	Trudy	reviewed and endorsed in principle
4.3		<i>Student growth 2023</i>	Trudy	Discussed
4.4		<i>2023 Preliminary School Budget and Cash Budget</i>	Trudy	Noted
4.5		<i>End of Year Board Report</i> <ul style="list-style-type: none"> - Main activities - Trudy & Conrad to prepare first draft then share - Established - Training - Effectiveness survey - 5 why's 	Conrad	Conrad to produce list & share with rest of board

		<ul style="list-style-type: none"> - VoC program - Budget, finance, business plan, student cent. funding model, booklists, vol conts & charges - Conrad will review previous minutes & add as required 		
4.6		Farewell and thank you	Trudy	Noted
5		Reports and Operational Matters		
5.1	5 Min	General School Report	Trudy	Noted
5.2		Finance Report <ul style="list-style-type: none"> - Financial reports reviewed 	Trudy	
5.3	10 Min	Nationally Coordinated Criminal History Check <ul style="list-style-type: none"> - Reminder to Board members to complete these - School council and board members - Department of Education 	Trudy	Noted
6		Other Business		
6.1	10 Min	<p>'The 5 Whys'</p> <ul style="list-style-type: none"> - Include in the code of conduct next year to keep them visible and evaluate the board against the 5 whys - Important to continue to reflect & evaluate <p>Motion: That the 5 whys be included in the board code of conduct with review every meeting. All in favour, carried.</p>	Conrad	Motion carried.
7		Next Meeting		
		<p>Are we happy to continue with two meetings per term, on Wednesday, in Week 4 and Week 8 from 6.00-7.30pm? Wednesday 22 February 6.00-7.30pm New board positions to be filled early next year. Trudy to conduct election – 3 year term considering many on current 3 year terms so a 2 year term would see many leave at the same time.</p>		Agreed on meeting times for 2023 being week 4 & 8 every term.
8		Meeting Close		
		Meeting closed at: 7.33		

Signed – Chair

Date: