



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

Time	ITEM NO.	ITEM	Led By	Action
	1	Welcome, Acknowledgement of Country and Apologies		
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	Present: Apologies: Absentees:	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	Disclosure of Interests		
6:05pm	2.1		Kasey	Trudy explained what this means in practice to the new board members. None to disclose
	3	Minutes of Previous Meeting/ Business Arising		

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"> ➤ Pay it Forward Initiative 	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 School councils and boards - Department of Education</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"> ➤ Annual Report ➤ Link to PDF Documents for training modules ➤ Register for member contact details 		



**Burns
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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"> • <u>Per student funding</u> - \$2.4 million • <u>School characteristics</u> - \$387,000 (down from \$446K) • <u>Locality location</u> – \$0 due to proximity to metropolitan area • <u>Student Characteristics</u> - \$11,030 (Aboriginal) \$ 706,373 (Disability) \$31,488 (additional learning needs) \$21,700 (EALD) \$18,200 (Social disadvantage) • <u>Targeted initiatives</u> Ed Support \$236,100 Dental therapy \$5698 Establishment allocation \$246,526 • <u>Other Income</u> – Keiki Voluntary contributions P&C <p>Total income \$4,409,550</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>
	5	Reports and Operational Matters		
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>
	6	Other Business		
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>
	7	Next Meeting		
		Week 8, Term 2 Wednesday 14 June at 6.00pm		
	8	Meeting Closed at		7.38pm

B.M.

Signed – Chair

Date: 1/11/2023.