



MINUTES FOR BURNS BEACH PRIMARY SCHOOL BOARD MEETING
Wednesday 21 February BBPS Conference Room

ITEM NO.	EST TIME	ITEM	Led By	Action
1	6.00pm	Welcome, Acknowledgement of Country and Apologies	Kasey	
1.1		The meeting opened by the Chair @ Introduction of new members	Kasey	Welcome & intro to Chloe & Katie
1.2		Present: Trudy Burke, Justin Bullivant, Kasey Carr, Cheryl McGee, Rob Green, Katie Critchley, Chloe Foster, Herman Esterhuizen Apologies: Tarryn Botes, Georgi Calderone Absentees:	Kasey	Noted
1.3		<i>Confirmation of Agenda</i>	Kasey	Confirmed
2		Disclosure of Interests		
2.1				
3		Minutes of Previous Meeting/ Business Arising		
3.1	6.02pm	<i>Code of Conduct and Our 5 Whys</i>	Kasey	<i>Review 5 Whys at next meeting to confirm if anything needs changing / updated to ensure it still aligns with the boards purpose</i>
3.2		<i>Minutes of previous meeting 23/11/2023</i> - Have been passed, endorsed and signed by Board Chair	Kasey	Confirmed
3.3		<i>Business Arising:</i> ➤ Link to PDF Documents for training ➤ Register of member contact details (update to include training & criminal record check) ➤ Board Member Screening	Kasey Kasey	School councils and boards - Department of Education <i>Kasey to prepare register of members</i> <i>Trudy to send link to board member screening</i>
4		Priority Items		
4.1	6.05pm	<i>Review the Terms of Reference</i>	Kasey	Discussion regarding retention of BBRA Community member confirmed we should engage with them for a

				new representative to be appointed. <i>Email Rosa da Silva (secretary) to confirm.</i> Terms of Reference reviewed and endorsed with changes as discussed.
4.2		<i>Update on strategic directions for 2024</i>	Trudy	As noted in the Principals report
4.3		<i>2024 Annual Report update</i>	Trudy	Noted. An overview of the Learning Area Plans & Termly priorities was provided and will be provided each term to track progress. Learning area plans will be included in the report for 2023
4.4		<i>Induction and training processes - Possible date for face-to-face training</i>	Trudy	<i>Trudy to engage with training team and confirm available dates</i>
4.5		<i>Appointment of Board Chair</i>	Trudy	Justin Bullivant appointed – unanimously supported
4.6		<i>Appointment of Board Secretary</i>	Trudy	Kasey Carr appointed – unanimously supported
5		Reports and Operational Matters		
5.1	7.05pm	<i>General School Report</i>	Trudy	Noted <i>National School Opinion Survey Data to be presented at Week 8 board meeting.</i> Voice of Community to be provided to new families in Term 2; and all families in Term 3 at the Open Night.
5.2		<i>Finance Report - 2024 Draft Budget to be shared</i>	Trudy	Draft budget provided with full budget to be confirmed at next meeting if available. Census closed on Friday and generally takes about a month for the department to verify.
6		Other Business		
6.1	7.28pm	<ul style="list-style-type: none"> Term 4 School Development Day invitation Communication strategy to school 	Trudy Trudy	Confirmed all board members are invited to the School Development



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		community about who our Board Members are		<p>Day on the 1st Monday of Term 4. More details to follow.</p> <p>Confirmed board will have a photo at the next meeting and promote to the school and include a short bio on the website.</p> <p>Other items:</p> <p><i>Consider sending a message from the board, via Compass, to the school community regarding parking, particularly on the grassed area on Burns Beach Road as this is causing damage to the sprinklers & grass which the school is liable for fixing.</i></p> <p><i>Consider inviting student representatives to the open board meeting where the learning area plans are presented.</i></p> <p>Thank you to Herman for his contribution over the past 2 years as the BBRA Community Representative.</p>
7		Next Meeting		
		Week 8, Term 1 Wednesday 20 March, 6.00-7.30pm	Chair	
8		Meeting Close		
		Meeting closed at: 7.31am		

Signed – Chair

Date:

20/3/24