



MINUTES FOR BURNS BEACH PRIMARY SCHOOL BOARD MEETING
Wednesday 20 March 2024
BBPS Conference Room

ITEM NO.	EST TIME	ITEM	Led By	Action / Minutes
1	6.00pm	Welcome, Acknowledgement of Country and Apologies	Justin	
1.1		The meeting opened by the Chair @ 6.00 Introduction of new members	Justin	Welcome & intro to Leanne
1.2		Present: Trudy Burke, Justin Bullivant, Cheryl McGee, Georgi Calderone, Katie Critchley, Tarryn Botes, Chloe Foster, Kasey Carr, Rob Green, Leann Sharp Apologies: Absentees:	Justin	
1.3		<i>Confirmation of Agenda</i>	Justin	Confirmed
2		Disclosure of Interests		
2.1		Justin	Nil	
3		Minutes of Previous Meeting/ Business Arising		
3.1	6.15pm	<i>Code of Conduct and Our 5 Whys</i>	Justin	Focus on Inclusivity (5 Whys) & Create cultural safety (code of conduct) It was noted that an updated code of conduct has been provided by the Department of Education. This was reviewed and endorsed by all as the new code for the BBPS Board.
3.2		<i>Minutes of previous meeting 21/02/2024</i> - Have been passed, endorsed and signed by Board Chair	Justin	Carried – Rob (1 st); Chloe (2 nd)
3.3		<i>Business Arising:</i> <ul style="list-style-type: none"> ➤ Link to PDF Documents for training ➤ Register of member contact details (update to include training & criminal record check) ➤ Board Member Screening ➤ BBRA Community Representative ➤ School Board Training date ➤ School Board Compass sign-in 	Trudy Justin Trudy Trudy Trudy Trudy	<ul style="list-style-type: none"> • Link provided to do training at own pace. • Updated register provided. • Screening to be completed by Rob, Tarryn, Justin & Leann. Chloe to provide E number to Trudy. • BBRA representative

				<p>(Leann Sharp) appointed.</p> <ul style="list-style-type: none"> • Training Confirmed for Tuesday 23rd April (6pm – 8pm). • Compass Login not available for school board (only available to staff); however, the school can send a message on behalf of the board. • Parking: look to send a standalone compass message regarding this at the beginning of Term 2.
4		Priority Items		
4.1	7.00pm	<i>Review 'Our 5 Whys' -does anything need to be changed/updated to ensure it still aligns with our purpose</i>	Justin	<p>All agree they are good and still relevant. Minor change to #2 (Environment & Culture) - 'maintained' instead of established. Review June 2025 – new board members (then annually)</p>
4.2		<i>2023 National School Opinion Survey analysis</i>	Trudy	<p>Reviewed parent survey results. Each group reviewed and identified Celebrations, Improvements & Interesting items. Collated feedback to be circulated. Staff to review teaching & allied staff surveys and report back to board at a future meeting.</p>
4.3		<i>2024 Annual Report update</i>	Trudy	<p>Annual Report is in progress. Will include survey results, learning area plans, Naplan results and celebrations. Will be presented to the board once finalised.</p>
4.4		<i>School Board photo and bios</i>	Justin	<p>Individual bio's to be completed using the attached template. Individual photos to be taken at the next meeting. Send bio back to Kasey</p>

				once completed.
4.5		<i>Mobile Phone Policy review</i>	Trudy	Endorsed by all. Agree to review annually.
4.6		<i>BBRA update</i>	Leann	BBRA is working on opposition to the new Childcare Centre. Main objection is due to the location (small laneway access & lack of parking). Zoned for commercial. Other key topic from BBRA is security issues in general in the area and a reminder to be vigilant.
5		Reports and Operational Matters		
5.1	7.159m	<i>General School Report</i>	Trudy	Noted
5.2		<i>Finance Report</i>	Trudy	Not available (funds not received as yet) – review at next meeting.
6		Other Business		
6.1		•		Nil
7		Next Meeting		
	7.30pm	Week 4, Term 2 Wednesday 8 May, 6.00-7.30pm	Chair	Noted
8		Meeting Close		
		Meeting closed at: 7.31pm		

Signed – Chair



Date:

8/5/24