



**MINUTES FOR BURNS BEACH PRIMARY SCHOOL BOARD MEETING**  
**Wednesday 11 September 2024 BBPS Conference Room**

ITEM NO.	EST TIME	ITEM	Led By	Action
1	6.00pm	<b>Welcome, Acknowledgement of Country and Apologies</b>	Justin	
1.1		The meeting opened by the Chair @ 6.02pm	Justin	
1.2		<b>Present:</b> Justin, Georgi, Rob, Leann, Chloe, Katie, Cheryl, Kasey, Sian, Trudy <b>Apologies:</b> Tarryn <b>Absentees:</b>		
1.3		<i>Confirmation of Agenda</i>		Confirmed
2		<b>Disclosure of Interests</b>		Nothing to disclose
2.1				
3		<b>Minutes of Previous Meeting/ Business Arising</b>		
3.1	6.02pm	<i>Code of Conduct</i> - Acknowledgement of Code of Conduct and our 5 Whys		Advocacy – act as positive advocates for the school Maintain safety & wellbeing
3.2		<i>Minutes of previous meeting 05/06/2024</i> - Have been passed, endorsed and signed by Board Chair		Confirmed by all and signed by Chair First – Leann Second - Chloe
3.3		<i>Business Arising:</i>  <ul style="list-style-type: none"> <li>➤ Link to PDF Documents for training</li> <li>➤ Individual bios and photos</li> <li>➤ WWCC to be completed by all members</li> <li>➤ Recirculate the Code of Conduct</li> </ul>		<a href="#">School councils and boards - Department of Education</a> – noted for completion. Next F2F training to mid-2025 for new board members  <b>Bios – Georgi, Kasey, Trudy &amp; Katie to complete</b>  <b>WWCC - Justin &amp; Georgi to complete</b>  Code of conduct – provided at meeting and circulated by email
4		<b>Priority Items</b>		
4.1	6.05pm	<i>Reflection on Annual Public Board Meeting</i>	Justin/Trudy	Feedback from attendees – overall satisfied (1), very

				<p>satisfied (10)  Very positive feedback from all respondents  Possible for future years – provide supervision for kids to attract more attendees  Trudy took notes on what worked well and even better if...  <b>Action - Term 4 Week 8 meeting to discuss and plan further</b></p>
4.2		<i>2025 Personal Items Lists</i>	Trudy	<p>Copies provided for all year levels and ESP classes  Resilience Project Journal &amp; Athletics charges to be moved to personal items – not voluntary  All reviewed and endorsed by the board  No objections  First - Justin  Second - Georgi</p>
4.3		<i>2025 Voluntary Contributions and Charges</i>	Trudy	<p>Reviewed and endorsed by the board  No objections  First - Georgi  Second - Justin  Note: \$915 in Pay it Forward account</p>
4.4		<i>2024 NAPLAN Data review</i>	Trudy	<p>Staff had a disciplined discussion around Naplan at the last PD day  BBPS is a decile 2 school  Noting a different cohort of students compared to last year, results do show an overall improvement in the data  2022 data is not comparable due to changes in the testing  Next year we will have data that compares the 2023 Year 3 cohort to their 2025 year 5 results  Its important to note</p>



**Burns  
Beach**  
PRIMARY SCHOOL

				<p>small student numbers do impact data  <b>Action – Trudy to share a distribution of where students sit in the range to see what can be done to support further. This is for those needing additional support &amp; extension</b></p>
4.5		<i>Voice of Community Survey at Open Night</i>	Justin	<p>Agreed to run at open night          Same question set          Have iPads on stands and printed pages available  <b>Actions:</b>  <b>Update QR code &amp; posters</b>  <b>Tiana to set up online form</b>  <b>Circulate timeslots for members to add names to</b></p>
4.6		<i>End-of-semester Reporting to Parents review</i>	Trudy	<p>Discussed the updated guidelines from the department.          The school has considered the options and aims to balance the minimum requirements, teacher workloads and the needs and expectations of the community          It was agreed that the minimum requirements don't hit the mark, and has an insufficient amount of personalised feedback.          The board reviewed the current, proposed and minimum required levels and had no objections to the proposed report, all agreed to proceed with what was proposed which is a middle ground between the current structure and the</p>

				minimum requirements
<b>5</b>		<b>Reports and Operational Matters</b>		
5.1	7.05pm	<i>General School Report</i>	Trudy	Noted
5.2		<i>Finance Report</i> - Financial reports reviewed	Trudy	<i>Held for next meeting due to time restraints</i>
5.3		<i>Student Growth</i>	Trudy	Trudy advised that the existing school facilities is suitable for a maximum of 400 students 2025 is projected to have 415 students, including 37 in the education support program. A transportable teaching classroom will be installed in the Early Learning block ready for the 2025 school year. Trudy will communicate this with the wider school community.
<b>6</b>		<b>Other Business</b>		
6.1	7.25pm		Justin	
<b>7</b>		<b>Next Meeting</b>		
		Week 4, Term 4, Wednesday October 30 <sup>th</sup> 6.00-7.30pm	Justin	
<b>8</b>		<b>Meeting Close</b>		
		Meeting closed at 7.49pm		

Signed – Chair



Date: 20/11/24