

SIGNED

26/3/25.



**Burns
Beach**
PRIMARY SCHOOL

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

ITEM NO.	EST TIME	ITEM	Led By	Action
1	6.00pm	Welcome, Acknowledgement of Country and Apologies	Justin	
1.1		The meeting opened by the Chair @ 6.01pm		
1.2		Present: Trudy, Justin, Rob, Chloe, Leann, Katie, Cheryl, Kasey Apologies: Tarryn, Georgi Absentees:		
1.3		<i>Confirmation of Agenda</i>	Justin	Confirmed
2		Disclosure of Interests		Nothing to disclose
2.1				
3		Minutes of Previous Meeting/ Business Arising		
3.1	6.02pm	<i>Code of Conduct</i> - Acknowledgement of Code of Conduct and our 5 Whys		Continuous Improvement / feedback
3.2		<i>Minutes of previous meeting 11/09/2024</i> - To be passed, endorsed and signed by Board Chair		Confirmed by all & signed by Chair First – Katie Second - Cheryl
3.3		<i>Business Arising:</i> <ul style="list-style-type: none"> ➤ Link to PDF Documents for training ➤ Individual bios and photos ➤ WWCC to be completed by all members ➤ Distribution of students-NAPLAN data 		School councils and boards - Department of Education Bios – Georgi, Kasey, Trudy, Kasey, Katie & Cheryl to complete by first meeting 2025 WWCC – Justin has completed (Trudy to sign) Katie & Cheryl to complete renewal in 2025 Confirm if Georgi has completed? Naplan – reviewed Naplan distribution of results. School able to

				see individual responses and question types. Naplan testing is adaptive and will send the student on a particular path for future questions. 2025 testing will be weeks 6/7 Term 1 for year 3 & 5 students
4		Priority Items		
4.1	6.15pm	<i>Voice of Community survey analysis</i>	Justin/ Trudy	48 responses All Agree or Strongly Agree 50% done on night; and 50% done via link after Key comments were around friends and teachers (connection to school) <i>Discussed option of being anonymous in future (consider for future years)</i> ACTION: Trudy & Justin to contact any who requested to be contacted
4.2		<i>Learning Area Reviews-Term 3 and Goals for Term 4</i>	Trudy	Discussed term 3 reviews and term 4 goals Term 4 reflections to be done next week with staff
4.3		<i>Update on 2025 student growth, projected numbers and classes</i>	Trudy	Student numbers – 427 for 2025 (continually changing due to new enrolments) 1 x transportable to go in Early Childhood ESP – 38 students (4 class - K, PP-1, 2-4, 5-6) 57 students with diagnosed disability (incl 38 ESP) Class lists distributed start of 2025 due to potential changes due to additional enrolments
4.4		<i>Summary of Board's achievements and decisions made throughout the year.</i>	Justin	Chloe, Leann & Katie joining the board VOC Survey



				Board training Open Board Meeting – great success, better turn out, better format Pay it forward - \$1,040 in kitty Approving booklists, fees & charges
5		Reports and Operational Matters		
5.1	7.05pm	<i>General School Report</i>	Trudy	Noted
5.2		<i>Finance Report</i> - Financial reports reviewed	Trudy	Noted
6		Other Business		
6.1	7.25pm		Justin	Trudy / Sian to look at setting up donation box for book list donation items (new items only) that people may have left over from this year Communication feedback re events and information Parking on Burns Beach Rd – suggest having gates closed
7		Next Meeting		
		Week 4, Term 1, Wednesday 26 March 2025, 6.00-7.30pm	Justin	
8		Meeting Close		
		Meeting closed at 7.52pm		

Signed – Chair

Date: 26/3/25

