

UNLOCK YOUR SCHOOL'S FUTURE

Abridged Minutes of Meeting #5

Burrendah Primary School – 6:00pm-7:00pm Wednesday 2nd August 2023

Attendees: Janine Kinninment (Principal), Brad Warburton, Kelly Lindley, Stephanie Webster, Kevin Tang, Shen Sekhon, Stephanie Webster, Daniel Coombs, Binny Kaur, Mitchell Sherston

| 1.0 | Welcome and Apologies, 6:00pm. (3 minutes) | Actions |
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| 1.1 | <i>Opening and Welcome</i> Thank you for accommodating the change of date / week. | Brad |
| 1.2 | <i>Apologies</i> Paula Cameron, Deb Richardson, Gavin Turner | |
| 1.3 | <i>Confirmation of Agenda</i> <ul style="list-style-type: none"> Confirmed | |
| 2.0 | Disclosure of Interest (2 minutes) | |
| 2.1 | <i>Conflicts of Interest and Disclosure of Interests</i> <ul style="list-style-type: none"> Disclosure – NIL NIL conflicts of interest. | Brad |
| 3.0 | Minutes of Previous Meeting (10 minutes) | |
| 3.1 | <i>Adopt Minutes of Previous Meeting</i> <ul style="list-style-type: none"> Moved by SW, seconded by JK. | Brad Refer to emailed minutes |
| 3.2 | <i>Actions Arising from Previous Meeting</i> | Brad |
| 4.0 | Priority Item A (15 minutes) | |
| 4.1 | <i>New Principal for 2024</i> With Janine retiring at the end of 2023 there are some implications to consider: <ul style="list-style-type: none"> JK retiring after 42 years in the Department and 22 years as a Principal. BW - recommendation to bring Board elections forward to Term 4 2023. 2023 Annual Report is due end of Term 1, 2024. As this reports on 2023 do we want to finalise as much of this report as possible in Term 4 2024. <ul style="list-style-type: none"> Usually written in Term 1 for the previous years events etc. JK intention is to have as much of the report completed prior to retiring in December. Some data will not be able to inputted into the annual report until 2024 as it will not be released in 2023. JK - recommendation to bring Annual Report forward to Term 4 2023 Principal recruitment process. <ul style="list-style-type: none"> JK completed extensive information on school context online for new principal process. Advertisement in next couple of weeks. Board Chair may be on panel. Hoping for someone to be appointed around the middle of Term 4. Dr Jags has invited the Board to Parliament House lunch – Date to be decided for this term. Daniel to provide dates available to JK | Janine |

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| 5.0 | Priority Item B (15 minutes) | |
| 5.1 | <p>NSOS Focus Area Strategies Focus areas for 2023 are: Parent Engagement, Physical Environment and Sport.</p> <p>Board to develop a survey for parents on our progress in these focus areas. Results of survey to be included in Annual Report.</p> | Brad |
| 6.0 | Reports and Operational Matters (5 minutes) | |
| 6.1 | <p><i>See Principal's Overview</i></p> <p>Naming of new building – red-tailed black cockatoo was selected. The name will be Karrakin. A mosaic will be commissioned for this building. Formal opening in Term 4</p> <p>PBS – working with Darren Hutchens (artist) will be doing a large mural in the new undercover area.</p> <p>Policy updates – pink form 'confidentiality form' no longer being used. All people who volunteer on school sites need to complete this form. It is not onerous but is a requirement now. This lasts for twelve months.</p> <p>Connect and Respect – copies in the Connect library. Expectations of parents clearly stated. Board to promote within school community eg make an appointment before seeking a teacher before school.</p> | Janine |
| 7.0 | Items for Next / Future Meeting(s) (5 minutes) | |
| 7.1 | <p>Share school data available that is yet to be presented to Board that will be included in Annual Report e.g., NAPLAN, Attendance</p> <p>An example of a students NAPLAN report will be provided to Board members to view the new type of report.</p> <p>Communications plan</p> | <p>Janine</p> <p>Brad / Paula / Mitchell</p> |
| 8.0 | Checkout and Meeting Close / Adjournment (10 minutes) | |
| 8.1 | <p>DC – thank you everyone and thank you very much Janine. Very very missed that's for sure!</p> <p>JK – thank you to everyone who has come and seen me about my retirement. Parents pleased with the job Janine has done whilst at Burrendah.</p> <p>KT – thank you to Janine for the fantastic work.</p> <p>KL – Looking forward to going to parliament.</p> <p>SW – excited to see undercover area with the plans in place and the visions. Interesting to see 2024 impact with board members leaving.</p> <p>MS – looking forward to reinvigorating conversations with Paula. Looking forward to luncheon opportunity to parliament. Thank you, Dan.,</p> <p>BW – love the picture in the background. Love name of Karrikan – really good choice. Reflect on the way the school looked like six years ago and how it looks now. JK has provided fantastic leadership, stewardship but still have a number of months to go. Thank you to everyone for the accommodation of change of meeting date. Recommend and promote the continuation of online and personal meetings.</p> <p>SS – Janine has made a big impact on the Board and community. Dearly missed. Also to BW, all the best to you too.</p> <p>BK – almost five years association with JK. Janine always been so welcoming. I'm following the Principal and leaving. JK very dedicated to her work. Sweet memories to treasure. Missing you very much.</p> | |

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| 9.0 | Future Meetings Proposed Future Meetings 2023 (based on Week 4 and 8 of each school term): | | | | |
| | <table border="1" style="width: 100%;"> <tr> <td>Meeting #6 – Wednesday 6th September – School Hall</td> </tr> <tr> <td>Meeting #7 – Wednesday 1st November – Online</td> </tr> <tr> <td>Meeting #8 – Wednesday 29th November – School Hall</td> </tr> </table> | Meeting #6 – Wednesday 6 th September – School Hall | Meeting #7 – Wednesday 1 st November – Online | Meeting #8 – Wednesday 29 th November – School Hall | |
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Actions:

| Action | Responsible | Due Date |
|---|------------------|------------------|
| Induction for new members Kevin, Daniel and Shen | Janine | Before Meeting 6 |
| Mandated training to be completed for non-Department Employees | Board | By end of Term 3 |
| Survey for sport focus area | Paula / Mitchell | Term 3 Week 8 |
| Commence encouraging members of the school community to attend Board meetings or consider nominating for the 2024 Board | Board | Term 3 Week 8 |
| Promote information in Connect and Respect flyers | Board | Ongoing |



Signed (Chair)

2nd August 2023
Date