

UNLOCK YOUR SCHOOL'S FUTURE

Abridged Minutes of Meeting #6

Burrendah Primary School – 6:00pm-7:00pm Wednesday 6th September 2023

Attendees: Janine Kinninment (Principal), Brad Warburton, Kelly Lindley, Mitchell Sherston, Daniel Coombs, Gavin Turner, Paula Cameron, Shen, Kevin Tang, Stephanie Webster

1.0	Welcome and Apologies, 6:00pm. (3 minutes)	Actions
1.1	<i>Opening and Welcome</i>	Brad
1.2	<i>Apologies</i> Binny Kaur, Kelly Lindley	
1.3	<i>Confirmation of Agenda</i> • Confirmed	
2.0	Disclosure of Interest (2 minutes)	
2.1	<i>Conflicts of Interest and Disclosure of Interests</i> • Disclosure – NIL • KT declared he has children at the school.	Brad
3.0	Minutes of Previous Meeting (10 minutes)	
3.1	<i>Adopt Minutes of Previous Meeting</i> • Moved by MS, seconded by DC.	Brad Refer to emailed minutes
3.2	<i>Actions Arising from Previous Meeting</i> • Parliament House – visit update • Parking may be an issue. • Arrive no later than 11:45am. • Dress requirements. • Inductions Kevin, Daniel and Shen held prior to this meeting. • Board training- needs to be completed prior to next meeting- Janine will put information onto Connect • Survey Sports Focus. • 2024 Board elections promote – Week 1 Term 4.	Brad Daniel
4.0	Priority Item A (15 minutes)	
4.1	<i>2023 School Data Attendance and NAPLAN</i> • Attendance Overview • Collected every semester. • Overall, has increased from semester last year to Semester 1 this year. • Vacations outside normal school breaks has increased. • With international travel opened up this may impact on attendance rates. • Information provided also was a breakdown of how much schooling students may miss over their total primary school attendance if away on a regular basis.	Stephanie

	JK gave brief overview of the NAPLAN data provided in the written overview. Burrendah continues to achieve equal or higher than like schools in all areas and year levels	
5.0	Priority Item B (20 minutes)	
5.1	<p><i>Focus Areas</i></p> <ul style="list-style-type: none"> Sub committee developed 2 open ended questions to ask parents and students. Board decided to use both questions. A survey will be sent out using Forms. 	Brad
6.0	Priority Item C (15 minutes)	
6.1	<p><i>Voluntary Contributions 2024</i></p> <ul style="list-style-type: none"> Increases over most of the areas is \$5 due to increased costs. The costs listed are the most parents would need to pay. Motion forward by BW to endorse the Voluntary Contributions for 2024, seconded by DR. Passed unanimously. <p><i>2024 Personal Items List</i></p> <ul style="list-style-type: none"> Overview of costs provided to Board to peruse. Over Kindy through to and including Year 6 the increase was approximately 4.6%. Motion was put forward by MS to endorse the 2024 Personal Items List as per the information provided, seconded by GT. Passed unanimously. 	Janine
7.0	Reports and Operational Matters (10 minutes)	
7.1	<p><i>Principal Overview on Connect</i></p> <p><i>Pedagogical Framework</i></p> <ul style="list-style-type: none"> Seven staff regularly meet with Ben Calleja to develop this framework as a recommend from the Public School Review. Staff have regular input. Expect framework to be completed by Term 4. IKON – Quality Teaching domain is the focus for our next review in Term 1, 2024. Example shown to Board members – schools need to follow to the Department framework Teaching for Impact. Burrendah Primary Schools framework links to the Departments framework. With our framework we have a whole school approach to build collective efficacy and teacher clarity. 	Janine
8.0	Items for Future Meetings (5 minutes)	
8.1	<ul style="list-style-type: none"> Board elections – board members to ask parents if they are interested in nominating for the board. 2023 Annual Report Burrendah Work Force Plan. 	
9.0	Checkout and Meeting Close / Adjournment (10 minutes)	
9.1	<p>MS – good meeting. Learn more about ICSEA – score what it means. DR – great meeting. Looking forward to seeing the survey results from both parents and students. DC – looking forward to survey results. GT – great meeting – giving up your time. Having a go. BW – thank you SW for the presentation and the board members in school events. Thank you to JK her efforts with Minister Buti and Dr Jags. Thank you, DC, for promoting for Burrendah to be included. Good to see other schools attend and what they're focussing on. Minister Buti is moving in the right direct. Another good meeting. PC – great meeting – thank you everyone. Like the pedagogical framework – love a good framework. Structured information.</p>	

	<p>SS – framework really interesting – opening mind up to the areas the school works in. Expectations of the students. Congratulations on NAPLAN results. Sports survey School very committed to students doing well.</p> <p>KT – good effort by school staff in respect to NAPLAN results. Very commendable.</p> <p>SW – excited to see the results from the survey to use and promote sport as a whole and good to see the results with all the changes in the school in the last few years.</p> <p>JK – remembered MS when he first joined asking about the Board focus for the year- wasn't clearly defined. We now have a clear yearly focus.</p> <p>BW – has been invited to be on the selection panel for the new Principal process.</p>			
10.0	Future Meetings			
9.0	<p>Proposed Future Meetings 2023 (based on Week 4 and 8 of each school term):</p> <table border="1" data-bbox="181 633 636 772"> <tr> <td>Meeting #7 – Wednesday 1st November – Online</td> </tr> <tr> <td>Meeting #8 – Wednesday 29th November – School Hall</td> </tr> </table>	Meeting #7 – Wednesday 1 st November – Online	Meeting #8 – Wednesday 29 th November – School Hall	
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Signed (Chair)

6th September 2023
Date