

# UNLOCK YOUR SCHOOL'S FUTURE

## Abridged Minutes of Meeting #7

### Burrendah Primary School – 6:00pm to 7:00pm Wednesday 1<sup>st</sup> November 2023

**Attendees:** Janine Kinninment (Principal), Brad Warburton, Gavin Turner, Paula Cameron, Shen Sekhon, Kevin Tang, Stephanie Webster, Binny Kaur, Mitchell Sherston

1.0	Welcome and Apologies, 6:00pm. (3 minutes)	Actions
1.1	<i>Opening and Welcome</i> Welcome Cleo Jenkins. Cleo is from Harrisdale PS at Burrendah PS covering KL and JK whilst they take some leave.	Brad
1.2	<i>Apologies</i> Kelly Lindley, Deb Richardson, Daniel Coombs	
1.3	<i>Confirmation of Agenda</i> <ul style="list-style-type: none"> <li>Confirmed</li> </ul>	
2.0	Disclosure of Interest (2 minutes)	
2.1	<i>Conflicts of Interest and Disclosure of Interests</i> <ul style="list-style-type: none"> <li>Disclosure – NIL</li> </ul>	Brad
3.0	Minutes of Previous Meeting (10 minutes)	
3.1	<i>Adopt Minutes of Previous Meeting</i> <ul style="list-style-type: none"> <li>Moved by GT, seconded by SW.</li> </ul>	Brad Refer to emailed minutes
3.2	<i>Actions Arising from Previous Meeting</i> <ul style="list-style-type: none"> <li>Continue to promote parents to nominate for the Board. Nominations close 3<sup>rd</sup> November.</li> <li>Mandated Board training to be completed.</li> <li>If unsure of the PL you need to complete, please refer back to Meeting #3 which will hold all details.</li> <li>We have had two nominations for Board. Will send another reminder to parents they close on Friday 3<sup>rd</sup> November.</li> <li>MS renominating, DC is going to continue. BK is going to continue on the Board.</li> </ul>	Brad
4.0	Priority Item A (20 minutes)	
4.1	<i>Sport Survey Results</i> <ul style="list-style-type: none"> <li>Survey provided to parents and students.</li> <li>Had 55 parent responses from 469 families. Small group of passionate people who wished to give their input about sport.</li> <li>Student classroom responses with the 3-5 most common points</li> <li>BW ran the responses through AI. Copies provided to Board members for perusal.</li> <li>A number of points made in the analysis of the report, the school is already addressing.</li> <li>GT – looked at comments. Parents don't know what the school is actually doing in respect to sport within the school.</li> <li>GT – believes he takes from the survey, parents are looking more at being informed at carnival etc..</li> <li>BK – through results, the need for inclusivity of all students. Inside and outdoor sessions with parent volunteers. A number of students come from overseas and I believe this would be beneficial to them. Does not need to be of the athletic side of school.</li> <li>BW – believes a short period of 10-15 minutes at the start of the day before the formal side of teaching.</li> <li>JK – it is expected staff are taking students out each day.</li> <li>JK – promote parents with the sporting activities i.e. Slam Basketball etc.</li> </ul>	Brad

	<ul style="list-style-type: none"> <li>• JK – enquiry from parent for the athletics carnival to have the whole day as tabloid activities and not totally focused on the athletics side.</li> <li>• Various board members commented the system which is currently in place is something which works well.</li> <li>• 2 recommendations (JK) – to be placed on Connect – investigate whole school daily fitness and increase parent participation into school sport (in a variety of ways).</li> <li>• Possibility of putting sporting articles in the newsletter each week.</li> <li>• GT – working in the space of physical sport and we are working on a range of things.</li> <li>• JK – 55 parents were really keen out of 469 families. There are a lot of parents are very keen on other curriculum areas of which we need to be mindful, so it is balanced across all curriculum areas. Possibility of developing a higher profile within the school.</li> <li>• SW – there may be parents who may be interested to take fitness classes before school.</li> </ul>	
<b>5.0</b>	<b>Priority Item B (10 minutes)</b>	
5.1	<p><i>Review 2024 Workforce Plan</i></p> <ul style="list-style-type: none"> <li>• JK – advising the Board of the requirements needed at Burrendah PS.</li> <li>• DoE estimated around the 600 enrolments for 2024.</li> <li>• Workforce profile provided to Board to view prior to meeting.</li> <li>• Starting in 2024 with an extra classroom even though current numbers are the mid 550 to avoid an early restructure in 2024</li> <li>• Funds for contingencies in 2024 will be constrained if current numbers do not rise.</li> <li>• Funding is based on Term 1 census.</li> </ul>	Janine
<b>6.0</b>	<b>Priority Item C (10 minutes)</b>	
6.1	<p><i>Annual Report 2023</i></p> <ul style="list-style-type: none"> <li>• Draft provided to Board members requesting feedback not on grammar, but the essence of the report.</li> <li>• Curriculum leaders provided information within the report.</li> <li>• Extra feedback by the 8<sup>th</sup> November.</li> <li>• Presented report – endorsed.</li> <li>• Board members to look at the message written from the Board Chair.</li> </ul>	Janine
<b>7.0</b>	<b>Reports and Operational Matters (10 minutes)</b>	
7.1	<p><i>Principal Overview on Connect</i></p> <ul style="list-style-type: none"> <li>• Pre reading of overview prior to meeting.</li> <li>• Cash report – available each meeting. Just ask question if any query.</li> <li>• Half day closure for parent interviews in 2024 ( Wed 26<sup>th</sup> June) been approved by Regional Office.</li> <li>• Mural in Karrakin Block in the new Undercover Area is currently being painted which has been worked through the PBS committee. Darren Hutchens is the artist, who has previously painted the school canteen and designed our PBS Swan logos.</li> <li>• A time lapse camera has been set up for this project.</li> <li>• BW advised he is part of the selection panel for a new Principal for Burrendah PS.</li> </ul>	Janine
<b>8.0</b>	<b>Items for Future Meetings (5 minutes)</b>	
8.1	<ul style="list-style-type: none"> <li>• Farewells</li> <li>• Annual Report 2023</li> </ul>	
<b>9.0</b>	<b>Checkout and Meeting Close / Adjournment (10 minutes)</b>	
9.1	MS – parent and student survey feedback. Here around the celebration on the 10 <sup>th</sup> November happy to be part of.	

	<p>GT – thank you everyone for the meeting tonight. Sport survey I'm heavily invested in this. Enjoy the last weeks in your position.</p> <p>BK – Congrats JK and Burrendah members for the amazing work with Karrakin Block. Attended the night of inventions nice to see new addition. Best wishes to JK and have a happy family get together. Hope you come back in some form. Appreciate the hard work by all teachers in the annual report and more parent volunteers coming.</p> <p>SW – looking forward to 2024 with the impact and change in respect to sport and hopefully work out a daily fitness time. Welcome to Cleo.</p> <p>CJ – valuable to listen to how the Board runs. They can run quiet differently in contexts. Faces to names. Hope to see everyone at the block opening.</p> <p>PC – great meeting everyone. Liked the design mock up, the rationale etc.. to integrate with the background and environment. Save goodbyes to another time.</p> <p>KT – great session, great effort in putting the effort together. Beautiful mural for the Karrakin.</p> <p>JK – acknowledge all the work SW has completed in the Board over the past three years. GT just been magnificent helping us being a liaison person with the parents for sporting volunteering. Brad, five years as Board Chair and Board member, amazing. Everybody else, what you give to the Board, thank you once again. See you all individually.</p> <p>BW – Kevin thank you all your efforts. SW and GT thank you. MS please pass on our thanks to Bree for all her efforts with the new marquee and school banner. Congratulations to Meghan Griffiths for her L3 achievement.</p>	
<b>10.0</b>	<b>Future Meetings</b>	
<b>9.0</b>	<p>Proposed Future Meetings 2023 (based on Week 4 and 8 of each school term):</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Meeting #8 – Thursday 30<sup>th</sup> November – School Hall</p> </div>	

Actions:

Action	Responsible	Due Date
RSVP for Karrakin Block opening and Parent Thank you morning tea to Reception	Board	RSVP by 3 <sup>rd</sup> Nov
Mandated training to be completed for non-Department Employees	Board	Week 4 Term 4
Commence encouraging members of the school community to attend Board meetings or consider nominating for the 2024 Board	Board	Term 4
Promote information in Connect and Respect flyers	Board	Ongoing



Signed (Chair)

1<sup>st</sup> November 2023  
Date