

# UNLOCK YOUR SCHOOL'S FUTURE

## Minutes of Meeting #1

### Burrendah Primary School – 6:00pm-7:30pm Tuesday 21<sup>st</sup> February 2023 via Google Teams

**Attendees:** Janine Kinniment (Principal), Brad Warburton, Binny Kaur, Deb Richardson, Stephanie Webster, Gavin Turner, Paula Cameron, Kevin Stevenson.

1.0	Welcome and Apologies, 6:00pm. (3 minutes)	Actions
1.1	<i>Opening and Welcome</i> Welcome to the first meeting of 2023.	Brad
1.2	<i>Apologies</i> Kelly Lindley, Velu Ramasamy	
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> <li>NIL conflicts of interest.</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>DR, GT</li> </ul>	Brad Refer to emailed minutes
3.2	<i>Actions Arising from Previous Meeting</i> <ul style="list-style-type: none"> <li>Teacher Survey for Sunsmart.</li> <li>To be held over to the next meeting.</li> <li>JK advised the student leaders did a brilliant presentation on Sunsmart to the gathered students at a faction assembly.</li> </ul>	
4.0	Board Chair 2023 (5 minutes)	
4.1	<i>Board to select 2023 Board Chair</i> <ul style="list-style-type: none"> <li>MS nominates BW as Board Chair. Nomination accepted by BW.</li> <li>JK declares BW as Board Chair for 2023.</li> </ul>	Janine
5.0	Priority Item A (15 minutes)	
5.1	<i>Parent NSOS</i> <i>Read feedback comments from parent survey. Highlight 3 areas the Board could consider focusing on. These areas will be discussed and collated on the night and 2-3 to be considered for action in 2023. See also 13<sup>th</sup> December Board minutes, Item A summary.</i> <ul style="list-style-type: none"> <li>JK explained how the Parent NSOS report was developed by KL.</li> <li>KS – good comments in the survey, well done. Suggested focus areas-Sport – more programs, football, cricket etc. Few comments around behaviour management, bullying. Parent</li> </ul>	Janine

	<p>engagement in the classroom, maintenance and facilities around the school. Arranging online payments etc. for parents.</p> <ul style="list-style-type: none"> <li>• PC – increasing number of students needing support. Implications this entails. Much broader macro issue.</li> <li>• MS – feedback around lack of focus on sport. Maintenance of the facilities, and engagement piece with parents and community.</li> <li>• GT – sporting area, engaging all students in sport somehow. Community engagement bridging the gap between parents and teachers. Responses seemed to be more reactive.</li> <li>• BK – good and challenging areas. Parent involvement highlighted everywhere. More clubs at school i.e. chess, Science etc..</li> <li>• BW – increased disabilities in school and the maintenance of the school.</li> <li>• DR – Parents coming into school for clubs.</li> <li>• SW – physical environment, spaces for students to play.</li> <li>• JK – re-engaging parents back into the school, communication.</li> <li>• SW – Edu dance at another time of the year, which could lead into a different end to the school year.</li> <li>• KS – sport, engagement, special needs, comms.</li> <li>• JS – looking for commonalities – at this stage not very clear. Need more work in this area.</li> <li>• JK – on the whole our survey had great results, Board needs to identify 2-3 main areas to focus on from the Parent survey. Place item on agenda for next meeting.</li> <li>• Once the main areas in the Parent survey are identified and agreed to by the Board, we can then move to addressing action/strategies.</li> </ul>	
<b>6.0</b>	<b>Priority Item B (10 minutes)</b>	
6.1	<p><i>Student and Staff NSOS</i> <i>Results of student and staff survey.</i></p> <ul style="list-style-type: none"> <li>• Staff-Excellent results for staff with all areas above 4. Opinions taken seriously and providing feedback were two areas of concern in 2020 survey. These areas have been a school focus and increased by 0.3-0.5 in 2022.</li> <li>• Students- Little change from 2020. Year 5 students included in 2022. I can talk to teachers about my concerns, student behaviour is well managed, student opinions taken seriously and teachers treat students fairly remain the lowest rating. These 4 areas are being investigated further through school.</li> <li>• Pleasingly I like being at my school continues to increase with 2022 at 4.2 (up from 4.0 in 2020).</li> </ul>	Janine
<b>7.0</b>	<b>Priority Item C (5 minutes)</b>	
	<p><i>New Parent Board Representatives</i> <i>Outcome of parent nominations.</i></p> <ul style="list-style-type: none"> <li>• Congratulations to Gavin renominating for 1 year.</li> <li>• GT – thankful for the last year. Happy to continue.</li> <li>• Kevin Tang (town planner), will also be on the Board.</li> <li>• Velu and Kevin will be leaving the Board this year.</li> <li>• KS – been a pleasure working on the Board.</li> <li>• Community representatives are invited onto the Board.</li> <li>• We are approaching a gentleman in Dr Jags office, Daniel Coombs. Big supporter of the local community. Keen to put his hand forward. Keen to use his expertise and knowledge to the Board.</li> <li>• Looking further possibly into Local Government for a possible community representative- MS following up with this.</li> <li>• BW will invite DC to next meeting.</li> </ul>	Janine
<b>8.0</b>	<b>Reports and Operational Matters (10 minutes)</b>	

	<p><i>Principal Overview on Connect – pre-reading of overview.</i></p> <p><i>Public School Review</i></p> <ul style="list-style-type: none"> <li>• Met with Board, P&amp;C members along with students and staff of the school.</li> <li>• Review will be released after quality assurance later in the term.</li> </ul> <p><i>Quality Teaching Strategy</i></p> <ul style="list-style-type: none"> <li>• Department has outlined to schools what they should be doing in respect to ‘quality teaching’.</li> <li>• Teachers will be looking at this strategy and developing actions as required both individually and as a school</li> </ul> <p><i>December Cash Report</i></p> <ul style="list-style-type: none"> <li>• Query from KS re: unexpended funds from Dec cash report. Monies were spent over Christmas break on works conducted in the holidays. Curriculum cost centres rolled over funds into reserves for saving up for ‘big’ ticket items.</li> <li>• Finance Committee developed 2023 Budget. Budget noted by Board 21<sup>st</sup> February 2023 @ 7:13pm.</li> </ul> <p><i>Annual Report 2022 – Update</i></p> <ul style="list-style-type: none"> <li>• Power point will be put together with input from staff for the written component for next Board meeting.</li> <li>• Annual Report to be completed and online by end of Term1.</li> </ul> <p><i>Student Census</i> 597 – 593 4 international students</p>	Janine
9.0	<b>Items for Next/Future Meetings (5 mins)</b>	
	<ul style="list-style-type: none"> <li>• Public School Review</li> <li>• Annual Report 2022</li> <li>• Parent Survey – identify 2-3 main areas to focus on in 2023</li> </ul>	
10.0	<b>Checkout and Meeting Close / Adjournment (10 minutes)</b>	
	<p>BW – next meeting face to face.</p> <p>SW – interesting points raised from the surveys. Keen to see where goes. Thank you to Velu for having the connection to the Board and teaching his son.</p> <p>JK – public school review looking forward to report and recommendations to continue Burrendah’s improvement journey.</p> <p>MS – good meeting. Good discussion on NSOS.</p> <p>KS – unable to make 21<sup>st</sup> March. Great to share the opinions across the Board.</p> <p>GT – great meeting. Open discussions.</p> <p>BK – very good meeting. Lots to learn. Good feedback from KS. More people to respond to the surveys.</p> <p>SW – possibly getting parents into the classrooms to help with future surveys.</p> <p>PC – thank you to Velu and Kevin. Looking to new Board members on the horizon.</p> <p>DR – great meeting. Lots of information. Taken information on Board.</p> <p>BW – great meeting. Thank you to Kevin for the time on the Board. Best of luck for your future endeavours.</p>	
10.0	<p><b>Future Meetings</b></p> <p>Proposed Future Meetings 2023 (based on Week 4 and 8 of each school term):</p> <p>Meeting #2 – Tuesday 21<sup>st</sup> March</p> <p>Meeting #3 – Tuesday 16<sup>th</sup> May</p> <p>Meeting #4 – Tuesday 13<sup>th</sup> June</p> <p>Meeting #5 – Tuesday 8<sup>th</sup> August</p> <p>Meeting #6 – Tuesday 5<sup>th</sup> September</p> <p>Meeting #7 – Tuesday 31<sup>st</sup> October</p> <p>Meeting #8 – Tuesday 28<sup>th</sup> November</p>	

Actions:

Action	Responsible	Due Date
Teacher Survey on Sunsmart	Deb R	Term 1
Confirm if 21 <sup>st</sup> March meeting will be on this date	Brad/Janine	ASAP
Ask DC to next Board meeting	Brad	ASAP
Provide NSOS 2020 and 2022 graph results for comparison	Janine	Meeting 2
Identify 2-3 areas for Board to further investigate <b>using Parent NSOS 2022 feedback</b>	Board	Meeting 2



Signed (Chair)

21<sup>st</sup> February 2023

Date