

UNLOCK YOUR SCHOOL'S FUTURE

Minutes of Meeting #2

Burrendah Primary School – 6:00pm-7:30pm Tuesday 21st March 2023

Attendees: Janine Kinniment (Principal), Brad Warburton, Deb Richardson, Stephanie Webster, Gavin Turner, Velu Ramasamy, Kelly Lindley, Mitchell Sherston

1.0	Welcome and Apologies, 6:00pm. (3 minutes)	Actions
1.1	<i>Opening and Welcome</i>	Brad
1.2	<i>Apologies</i> Kevin Stevenson, Binny Kaur, Paula Cameron	
1.3	<i>Confirmation of Agenda</i> <ul style="list-style-type: none"> • Confirmed • SunSmart to be added • Community Representative – strategic discussion 	
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. • Conflict of interest – MS – Auskick role (when determining areas of focus for 2023). 	Brad
3.0	Minutes of Previous Meeting (10 minutes)	
3.1	<i>Adopt Minutes of Previous Meeting</i> <ul style="list-style-type: none"> • Move DR, second GT 	Brad Refer to emailed minutes
3.2	<i>Actions Arising from Previous Meeting</i>	Brad
4.0	Welcome to New Board Members, Farewell to Members (10 minutes)	
4.1	<i>Welcome to Kevin Tang – Parent Representative and Daniel Coombs – Community member.</i> <i>Farewell to Velu Ramasamy, Parent Representative</i> <ul style="list-style-type: none"> • Board members gave an overview of themselves. • Kevin Tang – 2 children at Burrendah PS. Works for local government. Still learning as a new Board member. • Daniel Coombs – works in Dr Jags office. New to being on a school board. • <i>Velu came to us as a parent representative. Your commitment and dedication has been really important for Burrendah PS with your teaching experience and the PEAC knowledge. You will be very much missed. Thank you, wish you all the best with your future endeavours.</i> • Velu and Kevin were given a fruit tree and a letter of thanks for their work on the Board 	Brad
5.0	Priority Item A (10 minutes)	
5.1	<i>Parent NSOS – determine 2-3 areas the Board will focus on in 2023.</i> <ul style="list-style-type: none"> • 161 different responses given. • KL broke responses down into 20 categories. • What are the 3 priority areas for the Board to focus on in 2023. • A number of areas noted were an operational area. • From staff reps – physical, sport and engagement. 	Kelly

	<ul style="list-style-type: none"> • From parent reps – physical, sport and parent engagement. • BW – improve on parent engagement is important, infrastructure and environment. • Agreement physical environment, sport and parent engagement will be the Board focus for 2023 • Next step is to develop strategies on what we will focus on in each area. 	
6.0	Priority Item B (15 minutes)	
6.1	<p><i>Discussion on Content for Annual Report</i></p> <ul style="list-style-type: none"> • JK gave brief overview of the 2022 Annual Report providing Board members with an explanation to some of the financial and graphical assessment information in the report. • Staff at Burrendah PS have input into the Annual Report writing specific curriculum areas/ programs. • Board members agreed on written component presented at the meeting. 	Janine
7.0	Priority Item C (15 minutes)	
7.1	<p><i>Discussion on Commendations and Recommendations of the Public School Review Report</i></p> <ul style="list-style-type: none"> • JK provided overview of PSR. The PSR report will be put online in School Online. • Recommendations from the PSR – commendations in every area. Recommendations were a combination of school and reviewers. • Doing a really good job, but there are a couple things we can do to make an even better school. • Reviewers will be returning in twelve months to validate Teaching Quality Domain. • Working on staff alignment for a whole school pedagogical framework and data driven collaboration for the Teacher Quality Domain with Ben Calleja. 	Janine
8.0	Reports and Operational Matters (10 minutes)	
8.1	<p><i>Principal Overview on Connect</i></p> <ul style="list-style-type: none"> • The new UCA is expected to be finished in May. • Interschool sport shirts – as per design provided to Board in notes. Expected to be available from Term 2. • Challenge for Harmony Day Welcome Evening is some of our families are participating in Ramadan. • Sandpits – contractor annually. Expenditure is roughly \$16,500 over eight years. We do this annually. Last year the cost was close to \$5000. • Arborists – mature trees not native to WA are being investigated. Arborist have been to Burrendah a couple of times a year for the last few years. If a critical incident the Department organize for them to come out straight away. Alternatively JK gathers ongoing evidence and provides this to the Department to organize for an arborist to come out to check the trees. The tree razed recently cost the Department \$10,000. We have a tree replacement program where trees suitable to WA are being planted. • Burrendah has been selected as part of the new roof program. Will have the roof replaced on older blocks in December, 2023 which includes replacing the heaters and air conditioners with reverse cycle air conditioners. 	Janine
9.0	SunSmart Update	
	<p><i>Overview provided.</i></p> <ul style="list-style-type: none"> • Everything we were going to do, we have completed. • Profile at Burrendah was raised i.e. assemblies, hats donated by Cancer Council, flag banners etc. • Hat wearing focus by students during recess and lunch. • No hat? Play in the shade. • Staff were involved on a School Development Day in the overall strategies on SunSmart processes. • Students are getting on board with it. • Lessons and resources are available to all staff. • SunSmart information is placed into the school newsletter. • Staff to remain vigilant. • Plans to increase shade across the school. • Continuing promoting the SunSmart message across the school. 	Deb

	<ul style="list-style-type: none"> Through Commonwealth funding we had the possibility of obtaining a grant for shade over the Nature Playground and outside Room 14. We will find out around May in respect to the grant results. Query from BW on the P&C Colour Explosion and wearing hats. Board agreed to promote wearing of old, costume or white broad brimmed hats for this event. 							
10.0	Items for Next / Future Meeting (s) (5 minutes)							
	Funding Agreement for Schools <ul style="list-style-type: none"> DC to give an overview on the Funding Agreement for Schools. Minimum Expenditure Requirement Board training, JK has sent links to Board members. 							
11.0	Checkout and Meeting Close / Adjournment (10 minutes)							
	<p>JK –Great idea of how to get parents engaged in Colour Explosion of children wearing home provided hats. DC - Heavily involved in committees. Interesting thing from a State Government office, we have 16 schools in the electorate. Schools are very much on our agenda including Burrendah. MS – interested in my role on the Board. A lot of information through the parent survey and the PSR. Looking forward to how the Board will be able to shape the school strategically. SW - welcome to the new members. Agree with MS. Hope we can still have parents come to the Welcome Evening albeit Ramadan. DR – Will miss Velu. Welcome to the new members. Thank you to the Board on the SunSmart policy. Thank you, MS, for making us accountable on this focus area. BW – Welcome to new Board members, goodbye to Velu and Kevin. Transition has been seamless from previous members to new members. Progressing very well as a Board and connecting. KT – thank you to everybody’s input. Looking forward to being a good parent representative on the Board and liaise with the school community. KL – in twelve months time we will have so many successes not only as a Board but as a school. Parent feedback is a unique opportunity for parent opinions to be heard. GT - A lot to understand. As a parent member representative in the near future, we'll have a lot of information to get share with the school community.</p> <p>BW -thank you to KL for organizing the National Young Leaders day that BW and GT attended with the student leaders.</p>							
13.0	Future Meetings Proposed Future Meetings 2023 (based on Week 4 and 8 of each school term): <table border="1" data-bbox="183 1400 1085 1579"> <tr> <td>Meeting #3 – Wednesday 17th May – TBC Online</td> <td>Meeting #6 – Wednesday 6th September – School Hall</td> </tr> <tr> <td>Meeting #4 – Wednesday 14th June – Online</td> <td>Meeting #7 – Wednesday 1st November - School Hall</td> </tr> <tr> <td>Meeting #5 – Wednesday 9th August – Online</td> <td>Meeting #8 – Wednesday 29th November - School Hall</td> </tr> </table>	Meeting #3 – Wednesday 17th May – TBC Online	Meeting #6 – Wednesday 6th September – School Hall	Meeting #4 – Wednesday 14th June – Online	Meeting #7 – Wednesday 1st November - School Hall	Meeting #5 – Wednesday 9th August – Online	Meeting #8 – Wednesday 29th November - School Hall	
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Actions:

Action	Responsible	Due Date
Consider ideas/strategies for 3 Focus areas (Parent Engagement, Physical Environment, Sport)	Board	Meeting 3
Brad to contact community person for possibility of being on the Board	Brad	Meeting 3
UV Rating of Shade Sails to be confirmed	Janine	Meeting 3
Develop presentation for Funding Agreement	Daniel/Janine	Meeting 3
Develop presentation of On Entry results	Kelly/Chelsea	Meeting 3
Induction for new members	Janine	Before Meeting 3
Mandated training to be completed for non Department Employees	Board	By end of Term 2



Signed (Chair)

Date: 21st March 2023