



## Board Meeting Minutes – Tuesday 20 February 2024

	<b>Out comes:</b>
<p><u>1. Administration/Welcome</u></p> <p>1.1 Present</p> <p>1.2 Apologies</p> <p>1.3 Declaration of interests</p> <p>1.4 Confirmation of minutes</p> <p>1.5 Correspondence</p>	<p>Colleen Margison, Mark Steele, David Hulley, Terina Jacob, (Rita Williamson, - arrived 7.15pm) (April Feng – arrived 8.30pm)</p> <p>Ed Cook, Hayley O'Dwyer, Silent – secretary – Helen Bould</p> <p>Mark Steele declared that he is a director of Dollar for Schools who provide lunches at Mellons Bay School.</p> <p>Board elected Rita Williamson to be Presiding Member for 2024. The other Board members stated they would support Rita in her role.</p> <ul style="list-style-type: none"> <li>• <b>Actions</b> – Board and Staff get together date (in the staffroom Friday 8<sup>th</sup> March after work)</li> <li>• - Date for budget meeting (Colleen will meet with Mark Thursday 22<sup>nd</sup> Feb)</li> </ul> <p><b><i>The Presiding Member proposed the minutes of the last meeting be confirmed – seconded by David Hulley.</i></b></p> <p>Documents on Board site.</p> <ul style="list-style-type: none"> <li>• Board Code of Conduct – members to take copy away to read – to be minuted at next meeting that Board members have read and agree to abide by this.</li> </ul>
<p><u>2.Strategic decisions</u></p> <p>2.1 Strategic decisions made if required</p>	<p>Annual Plan 2024</p> <ul style="list-style-type: none"> <li>• 2023 – 2025 Strategic Goals document to be added to Board Site.</li> <li>• Discussion took place on 2024 ideas, initiatives and consultations.</li> <li>• Board agreed on the Strategic Plan objectives.</li> </ul>



	<ul style="list-style-type: none"> <li>Board looked at our Strategic Goals against the NELP objectives and priorities.</li> </ul>
<p><b>3. Monitoring</b></p> <p>3.1 Ongoing summary of progress to date in relation to the annual plan</p>           <p>3.2 Expert presentation</p> <p>3.3 Data analysis</p> <p>3.4 Exploration of key result areas (goals)</p> <p>3.5 Finance and audit report</p>	<p><b>Principal Report</b></p> <ul style="list-style-type: none"> <li>Colleen discussed report.</li> <li>Use of cell phones at school – School Docs to have a policy set up by Term 2 2024.</li> <li>Discussion took place about flexible working contracts.</li> <li>CRT changes later this year – teachers will now receive 4 days a term – then in 2025 it will increase to 5 days a term.</li> </ul> <p><b>Principal Report passed – Rita Williamson</b></p> <p><b>Seconded – David Hulley</b></p> <ul style="list-style-type: none"> <li>Colleen to share a document with regard to Sommerville Special School closing, due to funds. The Board to write to Minister to support Sommerville Special School, as local schools will not have facilities or trained staff to deal with students with such high needs. David to draft a letter.</li> <li>Board requested a quote on all the work the school would like to do, regarding new toilets and changing rooms.</li> </ul> <p><b>Policy – Rita discussed policies.</b></p> <ul style="list-style-type: none"> <li>Board Responsibility – Board happy with this policy.</li> </ul> <p>None</p> <p>None</p> <p>None</p> <p><b>Financial report – on Board site.</b></p> <p>Mark discussed the report.</p> <ul style="list-style-type: none"> <li>A suggestion to put some further funds into a term deposit. Board agreed to invest \$200,000 in a Term Deposit.</li> </ul>



	<ul style="list-style-type: none"> <li>The Board were informed of a transfer of funds to the school credit from the main school account to cover Principal trip. Document signed by 2 administrators and Presiding Member.</li> </ul> <p><b>Finances passed: Mark Steele</b> <b>Seconded: Terina Jacob</b></p>
<p><u>4. Strategic discussions</u></p> <p>4.1 Exploration of special issue or project Eg Budget, principal performance agreement, delegations.</p>	<ul style="list-style-type: none"> <li>DP appointment / interviews</li> <li>8 people have requested visits prior to applying for</li> <li>the DP roll.</li> <li>Interviews will take place on 3<sup>rd</sup> March.</li> </ul>
<p><u>5. Identify Agenda Items for Next Meeting</u></p>	<p>See 2.1</p> <ul style="list-style-type: none"> <li>Hall hire charges</li> <li>Delegations</li> <li>Pass budget</li> </ul>
<p><u>6. Administration</u></p> <p>6.1 General Business</p> <p>6.2 BOT hours since last meeting</p>	<p>Letter for Paul from Board – David happy to write a letter.</p> <p>Mark Steele – 1 hours</p> <p>Rita Williamson – 2 hour</p> <p>David Hulley – 1 hours</p> <p>Ed Cook – 0 hours</p> <p>April Fang – 0 hours</p> <p>Terina Jacob– 0 hours</p>



<p><b><u>7. Meeting Closure</u></b></p> <p>7.1 Comments on meeting procedures and outcomes</p> <p>7.2 Preparation for next meeting</p>	<p>See 5 and below.</p> <p>See actions.</p>
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**Meeting closed – 9.50pm**

**Next meeting – Tuesday 19 March 2024 at 7.00pm**

**See Action Table below:**

**Actions from this meeting:**

Term Deposit	Helen
Code of Conduct - read	All Board Members
Letter to Minister – re: Somerville School	David
Letter to Paul	David