



## Board Meeting Minutes – Tuesday 21 November 2023

	<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, April Fang, Ed Cook</p> <p>Paul Harder, Lara Kendall, Hayley O'Dwyer</p> <p>Silent – secretary – Helen Bould</p> <p>None</p> <ul style="list-style-type: none"> <li>• <b>Actions</b> – School Docs enrolments – done.</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>• Sales Force – webinar for more information 27 November at 11.00am – Rita to attend webinar. To confirm who will be our nominated people to sign property documents electronically.</li> </ul>
<p><u>2.Strategic decisions</u></p> <p>2.1 Strategic decisions made if required</p>	<p>Goal 3</p>
<p><u>3. Monitoring</u></p> <p>3.1 Ongoing summary of progress to date in relation to the annual plan</p>	<p><b>Principal Report</b> – Goal 3</p> <ul style="list-style-type: none"> <li>• Colleen discussed report. To add report to Board site. Colleen requested her well being amount for 2023 be rolled over to 2024 to use for a trip t</li> </ul>



<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>with a group of Principals to Finland. Board have agreed to this.</p> <ul style="list-style-type: none"> <li>• Board would like to hear from The Education Group as to what the process will be to audit and appoint to the DP position for 2024.</li> </ul> <p><b>Principal Report passed – Rita Williamson</b></p> <p><b>Seconded – Mark Steele</b></p> <p><b>Policy – Rita discussed policies.</b></p> <ul style="list-style-type: none"> <li>• Curriculum and Student Achievement.</li> <li>• Religious Instruction – opt out numbers increased this year. Board happy to continue with this next year but would like to see numbers next year also.</li> <li>• OIA Policy – discussed due to requests for recent OIA's.</li> </ul> <p>None</p> <p>None</p> <p>None</p> <p><b>Financial report – on Board site.</b></p> <p><b>Finances passed: Mark Steele</b></p> <p><b>Seconded: Colleen Margison</b></p> <ul style="list-style-type: none"> <li>• <i>Budget – Board would like to know if there is any surplus funds that could be spent by the end of the year.</i></li> </ul>
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<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>• Staffing 2024 - discussed</li> <li>• Sales Force – discussed, see above</li> <li>• Staff end of year gift - \$50 voucher agreed for all staff.</li> </ul> <p><b>Annual Plan</b></p> <ul style="list-style-type: none"> <li>• For next meeting.</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>- Draft Budget</li> <li>- Annual Plan</li> <li>- End of year data</li> <li>- DP Update</li> <li>- Date for Board and Staff catch up to be set for early 2024</li> </ul>
<p><u>6. Administration</u></p> <p>6.1 General Business</p> <p>6.2 BOT hours since last meeting</p>	<p>None</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><u>7. Meeting Closure</u></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>



**Meeting closed – 9.25pm**

**Next meeting – Tuesday 05 December 2023 at 7.00pm**

**See Action Table below:**

**Actions from this meeting:**

Salesforce Webinar - signatory	Rita.
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