

Westminster Christian School

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Educating for Time and Eternity

**Meeting Minutes of the Board of Trustees
Held at 31 Westminster Gardens, Unsworth Heights
On Tuesday 7th May 2020 at 7 pm
BOT Meeting Number 247**

Present	Sarah Hartley, Richard Hoek, Dirk Hoek, Kent Wilson, Jamie Hunt, Andre Bay, Jacob Ploeg, Carin Erasmus, Lanny Carroll, Stephen Freymark, Raymond Yeo Sandra Jacobs	
In Attendance	Nichole Gillanders (Taking Minutes)	
Apologies		
Opening	Sandra shared the devotions from Teacher Only Day. Jamie Hunt officially started at the meeting at 7.22 pm.	
Mission Statement	Jamie Hunt read the Mission Statement: <i>"Westminster Christian School, through the Spirit of God, educates the children of Christian parents for time and eternity by providing a Christ-centred academic curriculum founded on a Biblical World View."</i>	
Minutes	Approval of meeting minutes for February's meeting Approved by Sarah Hartley, Seconded by Richard Hoek Actions from February Meeting: Strategic & eLearning Sub-Committees to meet with Sandra early term two. Deferred to after transition to Alert Level 2	IT WAS APPROVED that the Minutes for February's meeting be adopted as accurate records.
Agenda	The Agenda was circulated and received prior to the meeting.	IT WAS APPROVED that the Agenda be adopted.
Correspondence In	<ol style="list-style-type: none"> 1. Refunds for PAYE Overpayments \$192.84 2. Rayan Steveni – granted enrolment for Home School 3. Parent Letter – not participating in Sexuality Education 4. STA News – sent via email to all the Board 5. From MoE <ol style="list-style-type: none"> a. MB High Health Needs funding ends this year b. ORS / High Health Funding Received \$4,831.14 c. Funding notice received for Living Wage Increase \$23,014. First stage of \$7,700 received 6 March d. Funding received for TESSOL Scholarships \$3,250 (Miss Barton & Mrs Erasmus) & \$1,760 (Mr Yim) e. Funding for ESOL \$43,400.00 for Term 1 & 2 on 17 April f. Operational Grant Received \$137,756 on 1 April g. Numerous updates regarding COVID-19. Main points 	

	are in the WCS COVID doc shared with the Board on 24 April	
Correspondence Out	1.	
General Business	<ol style="list-style-type: none"> 1. Roll Total is 336 2. Health and Safety & Proprietors <ol style="list-style-type: none"> a. Report circulated and received b. Coronavirus Update included in Principal Report 3. Legal Compliance <ol style="list-style-type: none"> a. Review Policy No 4 – Performance Management b. Review Policy No 17 – Teacher Registration / Salary Assessment / Competency c. Review Policy No 2 – Allocation of Management Fixed Term Units d. Review Policy No 3 – EEO e. March 1 Roll Return sent 2nd March. f. Board Chair approved Year 7/8 Camp g. Year 5/6 Camp Postponed 4. Finance Report <ol style="list-style-type: none"> a. Attached b. Audited EOY 2019 Report yet to be received from JDW. Delayed due to lockdown. 5. Kahui Ako Report Included in Principal Report 6. Staff Management <ol style="list-style-type: none"> a. Principal Report b. Term One Appraisals were set c. Term Two Appraisals have been waived as we are focussing on Distance Learning d. New Principal Performance Agreement signed e. EEO - Carin to remind staff of commitment to EEO 7. Student Achievement <ol style="list-style-type: none"> a. PAT Testing completed. Results next meeting b. 2020 Target students have been recognised and are being monitored by teachers, team leaders and SENCO 8. New Business <ol style="list-style-type: none"> a. Loving for Life Review / feedback 	<p>ACTION: Policy No 4 be adjusted and be brought back</p> <p>IT WAS AGREED THAT Policy 17 be accepted</p> <p>IT WAS AGREED THAT Policy 2 be accepted</p> <p>IT WAS AGREED THAT Policy 3 be accepted</p> <p>ACTION: Nichole to clarify with families what our donation covers.</p>
Significant Events	<p>Significant Events (Occurred & Upcoming)</p> <p>All events deferred until at least Alert Level 2</p>	

Next Meeting	The next meeting is set for Tuesday 23 June 2020 at 7 pm in the Staffroom at 31 Westminster Gardens, Unsworth Heights	
Meeting Closed	Andre Bay closed the meeting in prayer at 8:39pm	

Signed as a true and correct record:

Approved 23rd June 2020