

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 11th February 2020 at 7 pm
BOT Meeting Number 246**

Present	Sarah Hartley, Richard Hoek, Dirk Hoek, Kent Wilson, Jamie Hunt, Andre Bay, Jacob Ploeg, Carin Erasmus, Lanny Carroll, Stephen Freymark, Raymond Yeo	
In Attendance	Nichole Gillanders (Taking Minutes)	
Apologies		
Opening	Kent lead devotions on He lives in Heaven, He is Holy Matthew 6:19-21, Isaiah 6:1-8, Psalm 22:1-5 Jamie Hunt officially started at the meeting at 7.00 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 December’s meeting Approved by Dirk Hoek, Seconded by Andre Bay Actions from December Meeting: <i>Carin to take obstacle course, pet day, wheels day to the staff and bring ideas to board in February Meeting</i> <i>Carin to report on this</i> <i>Board to work with Sports Committee to support strategic action in 2020</i> <i>Jamie to lead this</i> <i>Senior Leadership Team to put together the plan for Universal Design for Learning</i> <i>1. Mrs Ragg to provide PLD for staff to enable them to cater to the gifted students in the class in term one - UDL.</i> <i>2. Identify groups of students in different areas</i> <i>3. Identify how we can offer programmes to them.</i> <i>4. Roll out and execution</i> <i>5. Assessment & Reporting - UDL</i> <i>Point one is underway. Defer to March Meeting</i>	IT WAS APPROVED that the Minutes for December’s meeting be adopted as accurate records. ACTION: Awaiting feedback from Albany Primary with fitness trail provider ACTION: Kent to talk to Mr Gillanders. Pastor Bay to be our link to Sports Committee
Agenda	The Agenda was circulated and received prior to the meeting.	IT WAS APPROVED that the Agenda be adopted.

Correspondence In	1. MoE Coronavirus Update	ACTION: Postpone Sports Festival during this Coronavirus risk.
Correspondence Out	1. Email to parents regarding appointment of Sandra Jacobs 2. Email to parents regarding Teacher Only Day in Week 1, Term 2 (had to give one term's notice)	
General Business	1. Roll Total is 321 2. Health and Safety & Proprietors a. Report circulated and received 3. Legal Compliance a. Minute that the Principal is responsible for the pastoral care of our International Students b. Review Policy No 16 – Child Protection (Any suggested alterations, please send through before meeting) c. Review Policy No 36 – Drug Education (Any suggested alterations, please send through before meeting) d. Review Policy No 63 – Sunsmart (Any suggested alterations, please send through before meeting) e. Blue Code - 31/01/2020 - 11:25am f. Earthquake - 31/01/2020 - 11.50am g. Fire Drill - 31/01/2020 - 12:35pm - all went very well especially considering first week back h. All teacher registrations are checked and up to date i. Minute approval for Friends of Westminster to fundraise on our behalf j. Term Planning is complete k. ESOL, Special Needs, Gifted & Talented Registers are established l. Staff to be made aware of EEO Policy. Carin to collate any feedback m. Conflict of Interest Register 4. Finance Report a. Attached b. Bob-a-Job officially raised \$5,187.10 c. Minute Approval for Temporary Overdraft 5. Kahui Ako Report Included in Principal Report 6. Staff Management a. Principal Report b. Renay Marsch – requested leave 7 th September to 25 th September c. Support Staff Settlement d. New Principal Update	IT WAS AGREED THAT the Principal is responsible for the pastoral care of all International Students. IT WAS AGREED THAT Policy 16 be accepted IT WAS AGREED THAT Policy 36 be accepted ACTION: Nichole to reword policy IT WAS AGREED THAT Friends of Westminster to fundraise on behalf of Board of Trustees ACTION: Carin to send out EEO Policy to staff IT WAS AGREED THAT the BOT apply for a \$50,000 temporary overdraft ACTION: Kent to clarify in newsletter why our year 5/6 classes are so big IT WAS AGREED THAT Renay's leave be approved

	<p>7. Student Achievement a. Sexuality Education (going forward)</p> <p>8. New Business a. 2020 Sub-Committees</p>	<p>ACTION: Strategic & eLearning Sub-Committees to meet with Sandra Jacobs early term two Uniform Sub-Committee needs a bigger team with more staff representatives. Carin to talk to staff. Kent to talk to David.</p>
Significant Events	<p>Significant Events (Occurred & Upcoming) 14 Feb – Dongil Freude Students depart 18 Feb – Gymnastics starts, Junior Swimming starts, All Staff PD - Digital Technologies 25 Feb – Sexuality Education Years 6-8 starts 2 Mar – PATs Start 11 Mar – Year 8 HPV Immunisations (if requested), ACS Touch Rugby 13 Mar – Sports Festival after school POSTPONED</p>	
Next Meeting	<p>The next meeting is set for Tuesday 17 March 2020 at 7 pm in the Staffroom at 31 Westminster Gardens, Unsworth Heights Mrs Jacobs has been invited to next meeting.</p>	
Meeting Closed	<p>Kent Wilson closed the meeting in prayer at 8:56pm</p>	

Signed as a true and correct record:

Approved on 7th May 2020