

Westminster Christian School

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Educating for Time and Eternity

**MINUTES for the Board of Trustees Meeting
in the Staffroom, 31 Westminster Gardens, Unsworth Heights
On Tuesday 23 February 2021 at 7pm
Meeting Number 255**

Present	Jamie Hunt, Andre Bay, Jacob Ploeg, Lanny Carroll, Sandy Jacobs, Dirk Hoek, Richard Hoek, Stephen Freymark, Carin Erasmus, Sarah Hartley	
In Attendance	Nichole Gillanders (Taking Minutes)	
Apologies	Raymond Yeo	
Opening	<p>Dirk Hoek, Chairman of the Proprietors, opened the meeting and called for nominations for Chairperson of the Board.</p> <p>Stephen Freymark nominated himself. Nominated by Jamie and seconded by Sandra Jacobs.</p> <p>Andre Bay and Lanny Carroll were nominated for Deputy Board Chair Person.</p> <p>Sandy shared devotions from staff times in week one about Identity in Christ, the Term One Big Picture.</p>	<p>IT WAS AGREED that Stephen Freymark be Chairperson of the Board.</p> <p>IT WAS AGREED that Lanny Carroll to be Deputy Board Chair.</p>
Corr In	<p>4. Proposal from Emily Hartwig re: Therapy Dog Proposal for Room 11 (See above)</p> <p>Emily Hartwig joined the meeting at 7.19pm to discuss her proposal.</p>	<p>IT WAS AGREED that the Therapy Dog Proposal go ahead.</p> <p>ACTION: Richard and Nichole to look into insurance and other liabilities. Sandy and Nichole to write up a policy. Emily to talk to parents of intermediates.</p>
Mission Statement	Board Chair 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	<p>Approval of meeting minutes for December’s meeting</p> <p>Actions from previous meetings:</p> <p>Continue due diligence and conversation regarding the new health curriculum. 16 March - this will be addressed with Rodney Lake, guest speaker.</p> <p>Budget</p>	IT WAS APPROVED that the Minutes for December’s meeting be adopted as accurate records.

	<p>February</p> <p>BOT to reflect on Vision</p> <p>1. We leave as is - agency and ownership stay with the teachers, and the feel and theme of what they created does what we want and need.</p> <p>2. It is not quite what we want, and we prefer to change some of the wording and as a Board we are ok with that.</p> <p>It is not just whether the original wording or any changes are wrong or right, but also do any changes warrant the message sent from the BOT to the team of Christian teachers who wrestled with and created it.</p> <p>We can discuss Feb 23rd, but please put any suggested changes to the team by email prior to the meeting for consideration.</p> <p>Set up a Counselling system for our students</p> <p>Sandy has been in conversation with Laidlaw College to have a Third Year Counsellor work with Trish Ragg and visit Westminster to talk with students identified that are in need of this service. Once the arrangement is in place, Sandy will share further information.</p>	<p>IT WAS AGREED that the budget for 2021 be approved</p> <p>IT WAS AGREED that the Vision be accepted as it is in the meantime and looked at upon reflection at the end of 2021 in preparation for 2022.</p>
Correspondence In	<ol style="list-style-type: none"> 1. Letter of Resignation from Laetitia Breytenbach 2. NZSTA News - forwarded via email 18 December 2020 3. Letter from UHY Haines Norton re: change of Auditor 4. Proposal from Emily Hartwig re: Therapy Dog Proposal for Room 11 (See above) 	
Correspondence Out	<ol style="list-style-type: none"> 1. 	
General Business	<ol style="list-style-type: none"> 1. Roll Total is 335 2. Health and Safety & Proprietors <ol style="list-style-type: none"> a. Report from Richard circulated b. As H&S Rep, Mrs Gillanders addressed all intermediates on 12 February to clearly warn them not to climb on the roof of our buildings. <p>8:25pm Jamie Hunt left the meeting</p> <ol style="list-style-type: none"> 3. Legal Compliance (Policy) <ol style="list-style-type: none"> a. Emergency Evacuation Practices due at start of term Blue Code & Earthquake held 2pm Monday 22 February Fire Drill will be held Wednesday 24 February b. 2021 BOT Management & Actions at a glance circulated c. Sub-Committees for 2021 to be approved. Look to minimise the number of groups d. Minute approval of Friends of Westminster to fundraise on behalf of BOT e. Minute responsibility for International Pupils is with Sandra Jacobs as Principal f. Review Policy 65 - Sale, Supply and Consumption of Alcohol on School Premises 	<p>IT WAS AGREED the Friends of Westminster will fundraise on the behalf of the Board of Trustees.</p> <p>IT WAS AGREED that Sandra Jacobs is responsible for pastoral care all International Pupils</p> <p>IT WAS AGREED that Policy 65 be accepted</p>

	<p style="color: red;">(Any suggested alterations, please send through before meeting)</p> <p>g. Review Policy 16 - Child Protection (Any suggested alterations, please send through before meeting)</p> <p>h. Policy Review Schedule circulated</p> <p>4. Finance Report a. Circulated b. 2021 Budget</p> <p>5. Kahui Ako Report Included in Principal Report</p> <p>6. Staff Management a. Principal Report circulated b. 2020 End of Year Analysis of Variance and 2021 Targets c. Teacher Registration Expiries have been checked d. Police Vet Checks have been updated where needed e. EEO Policy has been shared with all staff f. Term Plans are completed and shared with Team Leaders g. Staff Updates</p> <p>In-Committee</p> <p>7. Student Achievement a. Special Needs / GATE / ESOL Registers have been established b. Review Maori / Pacifica Students (Included in Principal Report)</p> <p>8. New Business</p>	<p>IT WAS AGREED that Policy 16 be accepted</p> <p>ACTION: Nichole to look at a 12-month rolling report</p>
<p>Significant Events</p>	<p>Significant Events (Occurred & Upcoming)</p> <p>2 Feb - First Day of School Senior Dance started</p> <p>3 Feb - Parents Sports Information Night</p> <p>9 Feb - HBC Football Open Day (introduction to football for all classes)</p> <p>10 Feb - Junior Parents Information Afternoon regarding Key Competencies & Meet the Teacher</p> <p>11-12 Feb - Auckland Diving Visit (introduction to diving held in the school hall)</p> <p>15 Feb - Intermediate Beach Team Building Day - POSTPONED</p> <p>16 Feb - Junior Swimming begins - POSTPONED Rodney Lake Parent Info Night - POSTPONED Rodney Lake meeting with BOT - POSTPONED BOT Meeting - POSTPONED</p> <p>17 Feb - Creation Ministries Visit Yr 4-8 - POSTPONED Middle Parents Information Afternoon regarding Key Competencies & Meet the Teacher - POSTPONED</p> <p>19 Feb - Year 5 Beach Ed Day</p> <p>23 Feb - Middle Parents Information Afternoon regarding Key Competencies & Meet the Teacher BOT Meeting</p> <p>24 Feb - Senior Parents Information Afternoon regarding Key Competencies & Meet the Teacher</p> <p>26 Feb - Year 6 Beach Ed Day</p>	
<p>Next Meeting</p>	<p>The next meeting is proposed for Tuesday 16 March at 6.15pm in the Staffroom at 31 Westminster Gardens, Unsworth Heights with Rodney Lake visiting</p>	
<p>Meeting Close</p>	<p>Nichole Gillanders closed the meeting in prayer at 9:06pm</p>	

Signed as a true and correct record:

Chairman:

Date: