


# Westminster Christian School

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*Educating for Time and Eternity*

**MINUTES for the Board of Trustees Meeting  
in the staffroom at Westminster Christian School  
On Tuesday 17 September 2024 at 7.00pm  
Meeting 287**

<b>Opening</b>	Sandy Jacobs opened in prayer Sandy Jacobs shared devotions from James 3  No Conflicts of Interest with the meeting agenda noted.	
<b>Present</b>	Stephen Freymark (Presiding Member), Lanny Carroll, Richard Hoek, Sandy Jacobs, Sarah Hartley (chaired meeting), Dirk Hoek, Changmin Jung, Raymond Yeo Jacob Ploeg, Carin Erasmus (Online) Nichole Gillanders (Taking Minutes)	
<b>Apologies</b>	Nicole Chen (sick)	
<b>Mission Statement</b>	Presiding Member to 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>	
<b>Code of Conduct</b>  (as discussed this new section is where we will highlight one aspect of trustee responsibilities each month)	Any Conflict of Interest with the meeting agenda is to be noted.  <b>Code of Conduct #15: I identify and manage conflicts of interest</b> I identify, disclose, manage and regularly review all interests. I become familiar with, and follow, all conflicts of interest requirements, including those of the board, the school, and all statutory requirements.  Nichole noted at the AIS Conference, during the NZSTA Workshop, the following relating to the roles and responsibilities of board members:  All Concerns and Complaints must go through the correct channels. If anyone (parent, student or staff) approaches a parent-representative or proprietor with a concern, the response needs to be "The school has a Concerns & Complaints Policy, it is available on the school website." If an individual board member enters into a conversation with a complainant, they cannot be part of the board discussions if that complaint is later addressed.	
<b>Minutes</b>	Approval of meeting minutes for August's meeting Moved by Lanny Carroll, Seconded by Stephen Freymark  Follow-up from June's Meeting: <a href="#">AIS Diversity &amp; Inclusion was discussed and it was agreed that this was sufficiently covered under existing policies.</a>	<b>IT WAS AGREED</b> that the August's meeting minutes be approved.
<b>Correspondence In</b>	1. Resignation from Renay Marsch	

<b>Correspondence Out</b>		
<b>General Business</b>	<p>1. <b>Roll Total is 395</b> (Current Maximum: 400) + 3 international short-stay  We have two new entrant students and 1 international short-stay joining in term 4.  While attending AIS Conference, Nichole noted that the Ministry of Education requires integrated schools, once filling their roll to 85%, to refrain from taking non-preference students and apply for an increase in maximum roll growth. 85% of 400 is 340 and we passed that threshold in 2022.</p> <p>2. Health and Safety &amp; Proprietors  a. Report from Richard Hoek  b. Property Walk Through Monday 16 September  c. Lockdown Practice Carried out 12 September at 11:05am. All ran smoothly.</p> <p>3. Legal Compliance  a. Review Policy No 64 - Camera Surveillance</p> <p>4. Finance Report  a. Finance Committee did not meet. Verbal report was presented on July Accounts.</p> <p>5. Student Management  a. Included in Principal Report</p> <p>6. Staff Management  a. Principal Report  <b>NB.</b> Thursday 21 September at 9:30am ERO would like to meet with the Board or some of the members at least</p> <p><i>8:00pm In Committee</i>  <i>8:20pm Out of Committee</i></p> <p>b. CLT Report - Language Learning Centre - Anthea Stein  c. CLT Report - English - Jadene Govender</p> <p>7. Other Business  a. Parent Survey Results</p>	<p><b>IT WAS AGREED</b> that Policy 64 be accepted</p> <p><b>IT WAS AGREED</b> that the tutors will be given extra hours for meetings</p> <p>Thanks was given to all leaders involved in writing the CLT reports throughout the year and staff who helped with the dances.</p>
<b>Significant Events</b>	<p><b>Significant Events</b>  Please refer to  2024 Calendar Events - Google Docs.pdf</p>	
<b>Next Meeting</b>	<p>The next meeting is proposed for Tuesday, 22 October 2024, at 7pm, in the Staffroom at 31 Westminster Gardens, Unsworth Heights</p> <p>No requests for leave from the October meeting at this stage.</p>	
<b>Meeting Close</b>	Lanny closed in prayer at 8:36pm	

**IT WAS AGREED** that the September meeting minutes be approved.

Date: 22 October 2024

Signed: \_\_\_\_\_