

**MINUTES for the Board of Trustees Meeting
in the staffroom at Westminster Christian School
On Tuesday 26 November 2024 at 7.00pm
Meeting 289**

Opening	Richard Hoek opened in prayer Carin Erasmus shared devotions. No Conflicts of Interest with the meeting agenda noted.	
Present	Stephen Freymark (Presiding Member), Richard Hoek, Dirk Hoek, Carin Erasmus (Acting Principal), Changmin Jung, Lanny Carroll, Raymond Yeo Jacob Ploeg (Online) Nichole Gillanders (Taking Minutes)	
Apologies	Sandy Jacobs (extended sick leave) Sarah Hartley	
Mission Statement	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>	
Code of Conduct (as discussed this new section is where we will highlight one aspect of trustee responsibilities each month)	Code of Conduct #3: I actively promote a safe school environment I speak up when I see unethical behaviour. I treat all concerns raised seriously. I encourage an open culture where all staff, communities and students feel safe speaking up. Code of Conduct #4: I am respectful of my fellow board members and act consistently with the designated or special character of my school I follow the board’s policies and procedures. I work with my fellow board members in a respectful way, even when we disagree. If I am a board member of a designated character school or state-integrated school I act consistently with the school’s character.	
Minutes	Approval of meeting minutes for October’s meeting Moved by Lanny Carroll, Seconded by Richard Hoek Look at Rationale of Policy No 11 - Parental Involvement Proposed name change: Volunteer Involvement	IT WAS AGREED that the October’s meeting minutes be approved. IT WAS AGREED that Policy 11 now be approved
Correspondence In	1. Leave request from Anthea Stein 2. Letter of Concern	IT WAS AGREED that Anthea’s leave request be approved.
Correspondence Out		

General Business	<ol style="list-style-type: none"> 1. Roll Total is 392 (Current Maximum: 400) + 1 international short-stay 2. Health and Safety & Proprietors <ol style="list-style-type: none"> a. Report from Richard Hoek b. Property Walk Through 3. Legal Compliance <ol style="list-style-type: none"> a. Review Policy No 34 - Taha Maori b. Review Policy No 08 - Education Outside the Classroom 4. Finance Report <ol style="list-style-type: none"> a. Finance Committee Report 5. Student Management <ol style="list-style-type: none"> a. Included in Principal Report 6. Staff Management <ol style="list-style-type: none"> a. Principal Report b. CLT Report - eLearning & Digital Technology 7. Other Business 	<p>IT WAS AGREED that Policy 34 be accepted IT WAS AGREED that Policy 08 be accepted ACTION: Nix to clarify regarding disclaimer</p> <p>IT WAS AGREED that the release be weekly for Carla Norris</p>
Significant Events	Significant Events Please refer to Term 4 Calendar	
Next Meeting	<p>The next meeting is proposed for Tuesday, 18 February 2025, at 7pm, in the Staffroom at 31 Westminster Gardens, Unsworth Heights</p> <p>No requests for leave from the February meeting at this stage.</p>	
Meeting Close	Nichole Gillanders closed in prayer at 7:46pm	

IT WAS AGREED that the November meeting minutes be approved.

Date: 18 February 2025

Signed: _____