

School Board Minutes of Meeting Meeting Number 1 – 17th March 2025

Time: 7pm
Location: Library

ATTENDEES

Executive Officer: Samantha Butler (SB)

Staff Representatives:

Tamara Doig (TD); Claire Dawson (CD); Jes Devadas (JD); Julie Hill (JH); Tim Hill (TH)

Parent Representatives:

En Peng (EP); Masud Hossain (MH); Rajesh Taneja (RT); Dhara Thakkar (DT); Roger Gong (RD)

Community Representative:

P&C Guest:

Apologies: Elizabeth Stuart (ES); Daniel Coombs (DC)

1.0		Action, By When
1.1	Opening and Welcome - EP • Acknowledgement of Country	
1.2	Apologies Elizabeth Stuart (ES); Daniel Coombs (DC)	
1.3	Confirmation of Agenda and Continuous Improvement Nomination Continuous improvement – all attendees will provide one point of observation	
1.4	Declaration of Conflict of Interest – Nil	
1.7	Confirmation of Minutes of Previous Meeting and Actions – Approved CD, MH (2nd)	
2.0	Matters for Decision and Discussion	
2.1	Review of Code of Conduct and Signing of the Agreement • Approved and signed by all Board Members in attendance. DC and ES will be asked to sign.	
2.2	Review of School Board Terms of Reference Approved changes: • In the preamble, clearly state the board type is unincorporated. • In Section 5.2.4, change from “up to two community representatives” to “one community representative” • In section 5.2.5, change “up to two staff representatives in an Executive role with non-voting rights”, to ‘one staff representative’. • 5.4 further clarify the statement following advice from Department of Boards and Councils • 5.5 needs number of members corrected.	

	<ul style="list-style-type: none"> • In Section 6.2, change the Board Chair term from two calendar years to one calendar year. • In Section 7.2, change from “a minimum of one Board meeting per school term” to a “minimum of two Board meetings per year”. 	
2.3	<p>Review of School Board Calendar</p> <ul style="list-style-type: none"> • The following amendments to the Board meeting and Board sub-committee structure, meeting frequency and timing has been approved: <ul style="list-style-type: none"> • The sub-committee structure was reviewed by the Board and a decision was made to restructure. The Governance and Risk sub-committee is being retired and resources are being redirected to other sub-committees, effective Term 2, 2025. • The Annual Public Meeting will be independent of regular board meetings. We are considering holding it in Term 2 at a time likely to increase parent participation. Date to be decided. • To improve efficiency, we propose reducing meeting frequency while maintaining board functionality: <ul style="list-style-type: none"> ○ Three regular board meetings per year ○ Three meetings per sub-committee per year • Meeting times remain unchanged as they suit all members. • Introduced one end of year board celebration. • Proposed changes have been approved by absent members ES & DC • See table at the end of these minutes summarising changes. • Plan for an annual public meeting – planned as a separate public meeting in Term 2. 	
2.4	Governance Review – Kahoot Game Time!	
2.5	Principal’s Report – Tamara Doig <ul style="list-style-type: none"> • See report 	
2.3	Business Plan Sub Committee – Masud Hossain <ul style="list-style-type: none"> • See report • Business Plan self assessment tool has now been moved online for easier access by all Board members. 	
2.4	Governance and Risk Sub Committee – Rajesh Taneja <ul style="list-style-type: none"> • See report 	
2.5	Community Engagement Sub Committee Report – Elizabeth Stuart <ul style="list-style-type: none"> • See report 	
2.6	Chair Report – En Peng <ul style="list-style-type: none"> • See report 	
3.0	Closing	
3.1	Other Business: Nil <ul style="list-style-type: none"> - Profile Julie Hill, Roger Dong 	
3.2	Continuous Improvement: what’s working well, what could be done better, anything that could assist the school or Board. <ul style="list-style-type: none"> • JD – frequency of meetings discussion was an efficient solution • JH – Start time was spot on • RD – would like a rotating role in other sub-committee meetings • RT – good idea to justifiably reduce one sub-committee 	

