

## School Board Minutes of Meeting Meeting Number 2 – 9<sup>th</sup> June 2025

**Time:** 7pm  
**Location:** Library

### **ATTENDEES**

**Executive Officer:** Samantha Butler (SB)

**Staff Representatives:**

Tamara Doig (TD); Tim Hill (TH); Charmaine Martin (CM)

**Parent Representatives:**

En Peng (EP); Masud Hossain (MH); Dhara Thakkar (DT); Roger Dong (RD)

**Community Representative:**

**P&C Guest:**

**Apologies:** Elizabeth Stuart (ES); Jes Devadas (JD); Rajesh Taneja (RT); Daniel Coombs (DC);  
Claire Dawson (CD)

1.0		Action, By When
1.1	<b>Opening and Welcome - EP</b> <ul style="list-style-type: none"> <li>• Acknowledgement of Country</li> <li>• Welcome to new staff rep Charmaine Martin – following Julie Hill's appointment at another school for the remainder of the year</li> </ul>	
1.2	<b>Apologies</b> Elizabeth Stuart (ES); Jes Devadas (JD); Rajesh Taneja (RT); Daniel Coombs (DC); Claire Dawson (CD)	
1.3	<b>Confirmation of Agenda and Continuous Improvement Nomination</b> Continuous improvement – all attendees can provide points of observation at the end of the meeting	
1.4	<b>Declaration of Conflict of Interest – Nil</b>	
1.7	<b>Confirmation of Minutes of Previous Meeting and Actions – Approved DT</b>	
2.0	<b>Matters for Decision and Discussion</b>	
2.1	<b>Spotlight – Finalising the School Culture Survey</b> <ul style="list-style-type: none"> <li>• See marked up document highlighting selected survey questions. TD will make a sample survey for Board to review.</li> </ul>	
2.2	<b>Business Plan one page summary</b> <ul style="list-style-type: none"> <li>• Approved for print and inclusion on website</li> </ul>	
2.3	<b>School Board webpage update</b> <ul style="list-style-type: none"> <li>• <b>Board role on a page</b> – EP will make amendments for update on website</li> <li>• <b>Include portrait photos?</b> SB will load photos from the Open Board presentation</li> </ul>	

