



COLLEGE BOARD

20 August 2024

**Present:** Alicia Denman, Demelza Ireland, James McLaughlin, Emma O’Neil, Denise Robinson, Surajeev Santhirasegaram

Kate Smith

**Apologies** Richard Bath, Robert Bayliss, Matthew English, Surajeev Santhirasegaram

Agenda Item	Discussion/Outcomes	Action
1.0	<b>Welcome and apologies</b>	
1.1	Meeting Chair Demelza Ireland. Acknowledgement of country by Chair.	
1.2	Declaration of any conflict of interest: NONE	
2.0	<b>Prefects Report</b>	
2.1	<ul style="list-style-type: none"> <li>• Prefects presented their report:               <ul style="list-style-type: none"> <li>○ Head Prefects reviewed student activities in Term 3.</li> <li>○ Prefects had attended a meeting with the Uniform supplier, the Deputies and the MCS. Agreed to a warmer fabric for the jacket and a thinner material for the long pants for summer wear. Also agreement on a long sleeve polo option. Was interest from prefects in a new sport polo in house colours and possibly a revamp of all the shirts.</li> <li>○ Prefects had decided to work with the college’s media and marketing officer, Whitney, to post content on the college’s Instagram account by completing a request form. Current Prefects would leave this with the Year 11 Prefects for 2025.</li> <li>○ Prefects thanked the Board for the experience of being Board members in 2024 and indicated it had been both rewarding and a learning experience.</li> </ul> </li> <li>• Demelza thanked the Head Prefects for their representation of the student body on the Board and their valued contributions in 2024.</li> <li>• Denise also thanked and acknowledged parents Neville Smith and Emma O’Neil for working with the student leaders in 2024.</li> </ul>	
3.0	<b>Briefing – Sandra Olney-Thurston</b>	
3.1	Sandra provided an overview of our Student Attendance and the new Attendance Policy.	
3.2	Sandra presented a brief overview of the preliminary actions taking place for the preparation of the 2025-2028 Business Plan, requesting the Board start consideration of their involvement in the process.	
4.0	<b>Minutes of Previous Meeting (Attachment 4.1)</b>	
4.1	Review of minutes of last meeting ( <i>Attachment 4.1</i> ) Moved: Demelza Ireland Seconded: Emma O’Neil	<b>ACCEPTED</b>
4.2	Business Arising – none, meeting with uniform supplier discussed in Item 2.1 above.	
5.0	<b>2023 National Schools Opinion Survey</b>	
5.1	Denise reviewed the 2023 School Survey information.	



5.2	Discussion of the survey tool used for 2024 and beyond. Demelza recommended seeking some feedback from the parent body regarding survey data, especially if making changes based on the survey results. Board suggested some free text boxes could be included, e.g. "tell me a little bit about that experience".	
6.0	<b>Finance Matters</b>	
6.1	Board reviewed the One Line Budget statement, cash report and minutes of last Finance Committee and noted the college's financial position.	
6.2	Board noted the college's 2024 Minimum Expenditure Requirement and the information regarding the difficulty in meeting the minimum, primarily due to the 2023 carry forward sums and limited availability of relief staff for both teaching and office staff.	
6.3	Alicia updated Board on some of the additional resources and facilities the college was funding in late 2024/early 2025.	
	Finance reported <b>NOTED</b> . Moved: Emma O'Neil Seconded: James McLaughlin	
7.0	<b>Principal's Report</b>	
7.1	Denise presented Term 3 Principal's Report – Attachment 7.1	
7.2	Denise provided an update on the college's strategic management of the system move from SIS/Integrus/SEQTA to Project Kaartdijin.	
8.0	<b>General Business</b>	
	Several Board members' terms are ending at the end of 2024, including staff and parent members. Election process to be discussed next meeting.	
9.0	<b>Next Meeting</b>	
	Meeting closed at, next meeting Tuesday 12 November 2024.	

Chairperson: \_\_\_\_\_

Dated: \_\_\_\_\_

Principal: \_\_\_\_\_

Dated: \_\_\_\_\_