



COLLEGE BOARD

12 November 2024

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

**Apologies:** Richard Bath, Robert Bayliss

Agenda Item	Discussion/Outcomes	Action
1.0	<b>Welcome and apologies</b>	
1.1	Meeting Chair: Demelza Ireland	
1.2	Declaration of any conflict of interest: None	
1.3	Acknowledgement of country by Chair.	
2.0	<b>Minutes of Previous Meeting (Attachment 2.1)</b>	
2.1	Review of minutes of last meeting. Moved: D Ireland Seconded: E O’Neil	<b>ACCEPTED</b>
2.2	Business Arising – items 3 & 4 below	
3.0	<b>2025 Change to the Configuration of the School Day</b>	
	Denise provided Board with new timetable (Attachment 3.1) - each school day starts at 8.45am and ends at 3pm. <b>Proposed change to timetable supported and ENDORSED by the Board.</b>	
4.0	<b>Board Nominations and Election</b>	
4.1	Denise updated the Board on the nomination process: <ul style="list-style-type: none"> <li>Denise has received a staff nomination and a couple of parent nominations, hoping to get at least one more.</li> <li>2025 Head Prefects – they are currently in Year 11 exams and will join us for their first meeting next year.</li> </ul>	
5.0	<b>Financial Report</b>	
5.1	2024 Review <ul style="list-style-type: none"> <li>Alicia presented the Operational One Line Budget Report and 2024 Minimum Expenditure Report both dated 6 November 2024 and the Minutes from the last Finance Committee meeting dated 8 November 2024 (Attachments 5.1.1, 5.1.2 and 5.1.3).</li> <li>Confirmed income and expenditure position is as expected at this time and position remains the same. Noted recovery rate for student Fees and Charges was falling and utility charges have increased compared to prior years.</li> <li>Confirmed that we would not meet Minimum Expenditure requirements in 2024 – Principal and MCS meet regularly to discuss 2025 strategy and advice sought from Student Centred Funding staff.</li> <li>Cash and salary carry forward figures are strong – these amounts have underpinned our budget since Covid-19 and work continues to meet Minimum Expenditure requirements whilst ensuring our financial planning maintains long term sustainability.</li> </ul> <p>Moved: J McLaughlin Seconded: M English</p>	<b>The Board NOTED the financial report.</b>
5.2	2025 Preliminary Budget <ul style="list-style-type: none"> <li>Alicia presented the 2025 Preliminary One Line Budget, 2025 Preliminary SCF Statement and 2025 Minimum Expenditure Requirement (Attachments 5.2.1, 5.2.2 and 5.2.3), noting our expected C/F figures and answering any questions on expected income and expenditure.</li> <li>2025 Budget is in a good position with strong carry forward sums in both salaries and cash, however, the 10% of carry forward combined with the failure to meet the 2024 Minimum</li> </ul>	



# JOHN FORREST Secondary College

	<p>Expenditure requirement will make it difficult to meet the 2025 Minimum Expenditure requirement.</p> <ul style="list-style-type: none"> <li>2025 will again have higher than usual cash expenditure compared to prior years, primarily due to a large increase in the cost of utilities, current inflationary pressures on the cost of resources and catching up with replacement ICT equipment and minor building projects which were deferred during the 4 year major building program.</li> </ul> <p><i>Moved: J McLaughlin</i> <i>Seconded: M English</i></p> <p style="text-align: right;"><b>The Board NOTED the 2025 Preliminary Budget.</b></p>	
5.3	<p>2025 Voluntary Contributions, Extra Optional Costs, Charges and Other Optional Costs and Voluntary Requests - Attachment 5.3</p> <ul style="list-style-type: none"> <li>Alicia noted those subjects which were increasing and decreasing – most only by small sums due to reallocation of the \$235 voluntary contributions in lower school and some excursions being incorporated into the subject fees in Years 11 and 12.</li> </ul> <p><i>Moved: M English</i> <i>Seconded: J McLaughlin</i></p> <p style="text-align: right;"><b>APPROVED by Board.</b></p>	
5.4	<p>2025 Personal Use Items/Booklists - Attachments 5.4.1 - 5.4.6</p> <ul style="list-style-type: none"> <li>2025 Booklists for each year group were tabled and approved.</li> </ul> <p><i>Moved: E O'Neil</i> <i>Seconded: M English</i></p> <p style="text-align: right;"><b>APPROVED by Board.</b></p>	
<b>6.0</b>	<b>Anticipated Excursion Costs 2025</b>	
6.1	<p>2025 Anticipated Excursion Costs were tabled and discussed – Attachment 6.1</p> <p><i>Moved: J McLaughlin</i> <i>Seconded: S Santhirasegaram</i></p> <p style="text-align: right;"><b>APPROVED by Board.</b></p>	
<b>7.0</b>	<b>School Development Days 2025</b>	
7.1	<p>2025 School Development Days have already been discussed – final dates were tabled and approved – Attachment 7&amp;8.</p> <p style="text-align: right;"><b>Dates APPROVED by Board.</b></p>	
<b>8.0</b>	<b>Board Meetings 2025</b>	
8.1	<p>2025 Board Meeting dates have already been discussed – final dates were tabled and approved – Attachment 7&amp;8. It was agreed:</p> <ul style="list-style-type: none"> <li>Term 1 meeting would be on 11 March 2025, rather than 4 March immediately after a public holiday.</li> </ul> <p style="text-align: right;"><b>2025 Board Meeting dates APPROVED by the Board.</b></p>	
<b>9.0</b>	<b>Principal's Report</b>	
9.1	<ul style="list-style-type: none"> <li>Denise presented Term 4 Principal's Report – Attachment 9.1</li> <li>Denise acknowledged and thanked Richard Bath for his contribution as Board Chair and Demelza Ireland for her commitment and support of the Board and the college, noting that Denise and others had appreciated their support and had enjoyed working with them.</li> </ul>	
<b>10.0</b>	<b>General Business</b>	
	<p>The Meeting Chair tendered a formal thank you to all the college staff for the care and support given to the students; to Denise and the college's admin and support staff for their work throughout the year; to the Board members for their work on the Board; to Richard Bath for his work as Board Chair; and wished everyone at John Forrest the very best.</p>	
<b>11.0</b>	<b>Next Meeting</b>	
	Meeting closed at 5.50pm, next meeting Tuesday 11 March 2025.	

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

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

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

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