



COLLEGE BOARD

15 November 2022

Present: Mark Wirtz, Denise Robinson, Lisa Baker, Richard Bath, Alicia Denman, Demelza Ireland, Nicola Sorrell, Amanda Vale, Charli Brice (Y11), Tessa Maughan (Y11), Katrik Kumar (Y11), Joshua Mobilia (Y11)
(via Teams Camille Grubba)

Apologies: Theo Anton, Robert Bayliss, Linda Lawrence, Emma Pearce, Rama Sugiarta

Public at meeting: Veronica Holyoaks, Suzie Andrews, Jennifer Lynch.

Agenda Item	Discussion/Outcomes	Action
1.0	Welcome	
1.1	Declaration of any conflict of interest: None declared.	
1.2	Acknowledgement of country by Mark Wirtz.	
1.3	Mark congratulated Denise on her appointment as Principal of John Forrest for 2023.	
1.4	2023 Head and Deputy Prefects were introduced – Charli Brice, Tessa Maughan, Katrik Kumar, Joshua Mobilia.	
2.0	Minutes of Previous Meeting (Attachment 2.1)	
2.1	Review of minutes of last meeting. Moved: D Ireland Seconded: R Bath Accepted	
2.2	Business Arising - nil	
3.0	Board Effectiveness Survey	
3.1	Survey findings reviewed and noted: <ul style="list-style-type: none"> Sense of fragmentation will improve post covid with stability of Board membership and Principal. When looking at the strategic directions of the Board we can address any specific skill requirements and bring in addition skills or increase the number of meetings if needed. It was important to work towards not losing momentum on strategic directions and continuity of Board membership was important. 	
4.0	Board Nominations and Election	
4.1	<ul style="list-style-type: none"> Principal has commenced the nomination process for Board members and nomination will close on 18 November 2022. The Chair confirmed that this would be his last meeting and that he would not be seeking reappointment. Board discussed the optimal composition of the Board and unanimously agreed to amend the terms of reference to: <i>Maximum number of Board members to be 12, with 10 voting members:</i> <ul style="list-style-type: none"> Three voting staff members, including the Principal. Seven voting parents/carers and community members. Up to two co-opted non-voting members for a period in relations to specific matters where their experience or skills would enable them to make a contribution to the Board. 	



	<ul style="list-style-type: none"> ○ <i>The Manager of Corporate Services and two current Student Leaders attend Board meetings to provide information and context to the Board but are not members of the Board.</i> • All membership and positions on the Board were declared vacant effective from the conclusion of this meeting. • The Principal would continue the process, including elections if necessary. A meet and greet informal meeting would be held before the end of the year for the newly appointed/elected Board members. 	
5.0	Financial Report	
5.1	<p>2022 Review</p> <ul style="list-style-type: none"> • Alicia presented the Finance Report and Minutes from the last Finance Committee meeting (Attachments 3.1.1 and 3.1.2) and the Online Budget report dated 22 August 2022 (3.1.3). • Confirmed position is as expected at this time and position remains the same – working towards good C/F figures to unpin 2023 budget with consideration of long term strategies for sustainability. • 2022 will have increase cash expenditure compared to prior years –due to past deferral of expenditure due to the build program in 2020/2021, fit out costs of the new buildings and current inflationary pressures. <p>The Board noted the financial report.</p>	
5.2	<p>2023 Preliminary Budget</p> <ul style="list-style-type: none"> • Alicia presented the 2023 Preliminary Budget Report and Preliminary One Line Budget (Attachments 5.2.1 and 5.2.2), noting our C/F figures. <p>The Board noted the 2023 Preliminary Budget.</p>	
5.3	<p>2023 Voluntary Contributions, Extra Optional Costs, Charges and Other Optional Costs and Voluntary Requests - Attachment 5.3.1</p> <ul style="list-style-type: none"> • Alicia noted those subjects which were increasing and decreasing – most only by small sums. <p>Approved by Board.</p>	
5.4	<p>2023 Personal Use Items/Booklists - Attachments 5.4.1 to 5.4.6 inclusive</p> <ul style="list-style-type: none"> • 2023 Booklists for each year group were tabled and discussed. <p>Approved by Board.</p>	
6.0	Anticipated Excursion Costs 2023	
	<p>2023 Anticipated Excursion Costs were tabled and discussed – Attachment 6.1</p> <p>Approved by the Board.</p>	
7.0	School development Days 2023	
	<p>2023 School Development Days were tabled and discussed – Attachment 7.1/8.1.</p> <p>Approved by the Board.</p>	
8.0	Board Meetings 2023	
	<p>2023 Board Meeting Dates were tabled and discussed – Attachment 7.1/8.1.</p> <p>Approved by the Board.</p>	
9.0	Principal's Report	
9.1	<ul style="list-style-type: none"> • Denise presented Term 4 Principal's Report – Attachment 9.1 	
10.0	General Business	
	None.	
11.0	Next Meeting	
	Meeting closed at 6.50pm, next meeting Tuesday 7 March 2023.	



JOHN FORREST Secondary College

Chairperson: _____

Dated: _____

Principal: _____

Dated: _____