**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**TUESDAY 5 JUNE 2018**

*(May**Meeting)*

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone to the meeting, led introductions then declared the meeting for May open at 5.30pm.

 **PRESENTATION**

Mr Watson introduced and welcomed Ms Emma Gillies, HOD Performing Arts Department. Ms Gillies outlined how the Performing Arts Department are working towards their goals and vision through a multitude of projects students are engaged in.

 Mr Watson thanked Ms Gillies for a sparkling presentation.

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 V PARULKAR

 G POWER

 A MADGWICK

 J BINGHAM

 R MASON

 J FRANKLIN

 L VICKERY (Staff Trustee)

 Z CHAUDHRY (Student Trustee)

 **In Attendance**: B WONG (Business Manager)

 T FOX (Minute Secretary)

 N PETERSON

 E GILLIES

 J KEMPSTER

 **Apologies**: K QUINCE & D MCKENZIE

 (iii) *Conflict Of Interest:*

 Conflict of interest register circulated.

2 **MONITORING**

(i) *Business Manager’s Report:*

 The Business Manager’s report was received.

 *International Fees:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(V Parulkar)* ***THAT THE BOARD AGREE FOR THE INTERNATIONAL STUDENT FEES TO STAY THE SAME AS IN PREVIOUS YEARS (TUITION: $14,500 PA, ADMINISTRATION:  $ 1,500 PA, HOMESTAY: $260 PW AND HOMESTAY PLACEMENT:  $300 ONE OFF (CARRIED)***

 *Parental Donations:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(V Parulkar)* ***THAT THE BOARD AGREE FOR THE PARENTAL DONATIONS TO STAY THE SAME AS IN PREVIOUS YEARS (STUDENT: $180 AND FAMILY $300 (CARRIED)***

 (ii) *Finance:*

Ms Wong spoke to the finance report.

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(G Power)* ***THAT THE STATEMENT OF OPERATIONS FOR***

 ***THE PERIOD ENDING APRIL 2018 BE APPROVED (CARRIED)***

 (iii) *Principal’s Report:*

 The Principal’s report was received.

 Mr Watson and Mrs Peterson spoke about the curriculum review and plans to increase mixed ability grouping practices beginning in 2019.

 **STUDENT TRUSTEE REPORT**

 Zane Chaudhry spoke to his report.

4 **STRATEGIC DISCUSSIONS**

(i) *Policies:*

Health and Safety Policy has been updated and minor changes were made.

 ***IT WAS MOVED*** *(R Mason)* ***SECONDED*** *(M Pot)* ***THAT THE BOARD APPROVE THE CHANGES MADE TO THE HEALTH AND SAFETY POLICY TO READ: THE PRINCIPAL, AS AN OFFICER HAS RESPONSIBILITY FOR IMPLEMENTING THIS POLICY AND THEREFORE SHOULD GIVE APPROVAL FOR OVERNIGHT STAYS/CAMPS/VISITS ATTESTING FIRST TO THEIR COMPLIANCE WITH ABOVE (CARRIED)***

5 **ADMINISTRATION**

(i) *Correspondences:*

Discussed in-committee.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(V Parulkar)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETING FOR APRIL HELD ON MONDAY 7 MAY 2018 BE ACCEPTED AS TRUE AND ACCURATE RECORDS OF THE PROCEEDINGS (CARRIED)***

(iii) *BOT Dinner:*

 The board will go out for dinner on Monday 23 July. Alana Madgwick will be invited to thank her for her contribution to the board.

***It was resolved***

 **THAT IN TERMS OF SECTION 47 OF LOCAL GOVERNMENT OFFICIAL INFORMATION ACT 1989 THE PUBLIC BE EXCLUDED FROM THIS PART OF THE MEETING FOR THE REASON THAT DISCUSSION OF THIS MATTER IN PUBLIC WOULD INFRINGE THE PRIVACY OF A NATURAL PERSON UNDER SECTION 9(2)(a) OF THE OFFICIAL INFORMATION ACT 1982.**

 **Into Committee:** (6.30pm) **MOVED** (M Pot) **SECONDED** (G Power)

 **Out of Committee:** (8.20pm) **MOVED** (M Pot) **SECONDED** (G Power)

6 In committee discussions reported out of committee:

 *Resignations:*

 *Alana Madgwick has resigned from the Board of Trustees.*

 *Leilani Hipa, Rachel Ford and Tim Chan*

 ***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(M Pot)* ***THAT THE BOARD ACCEPT RESIGNATIONS FROM***

 ***LEILANI HIPA FROM 22 JUNE, RACHEL FORD FROM 25 JUNE AND TIM CHAN FROM THE END OF***

 ***TERM 2 2018***

 ***(CARRIED)***

 **Vouchers**

*April 2018:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(G Power)* ***THAT THE BOARD APPROVE THE MONTHLY***

 ***PAYMENTS FOR APRIL 2018 AMOUNTING TO $585,188.38 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 25 JUNE 2018**