**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 29 OCTOBER 2018**

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone to the meeting, led introductions then declared the meeting for October open at 5.30pm. The Board welcomed Mele Kaufusi, the new student trustee.

 **PRESENTATION**

Mr Watson introduced and welcomed Mr Gavin Parratt, HOD Commerce Department. Mr Parratt talked about the move from H Bock to E Block last year saying that the refurbishments for some of the classrooms and the workroom had worked out really well and they are all happy. Mr Parratt also outlined how the Commerce Department are working towards their goals and achievement targets. Last year’s results were pleasing with a high number of scholarships as the highlight.

 Mr Watson thanked Mr Parratt for an informative presentation.

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 J BINGHAM

 D MCKENZIE

 G POWER

 V PARULKAR

 R MASON

 K QUINCE

 L VICKERY (Staff Trustee)

 Z CHAUDHRY (Previous Student Trustee)

 M KAUFUSI (New Student Trustee)

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

 T FOX (Minute Secretary)

 G PARRATT

 **Apologies**: J FRANKLIN

 (iii) *Conflict Of Interest:*

 Conflict of interest register circulated.

2 **MONITORING**

(i) *Business Manager’s Report:*

 The Business Manager’s report was received.

 (ii) *Finance:*

Ms Wong spoke to the finance report.

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(V Parulkar)* ***THAT THE STATEMENT OF OPERATIONS FOR***

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

(iii) *Principal’s Report:*

 The Principal’s report was received.

3 **STUDENT TRUSTEE REPORT**

 No report because it was Mele’s first meeting.

4 **STRATEGIC DISCUSSIONS**

 Mr Watson said that Mark Vincent is coming on Tuesday 6 November to complete the final phase of the strategic plan.

5 **ADMINISTRATION**

(i) *Correspondences:*

Discussed in-committee.

(ii) Ms Pot said that November would be the last board meeting for this year.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(K Quince)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON MONDAY 27 AUGUST 2018 BE ACCEPTED AS A TRUE AND ACCURATE RECORD OF THE PROCEEDINGS (CARRIED)***

***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:** (6.35pm) **MOVED** (M Pot) **SECONDED** (G Power)

 **Out of Committee:** (7.45pm) **MOVED** (M Pot) **SECONDED** (G Power)

6 In committee discussions reported out of committee:

 (i) *Resignations: Jenny Cannon, James Lowe, Tony Kwok, Joanna Cakebread, Jonathan Gabriel, Dianne Dunchie-Coley, Jenny Kempster , Nicole Peterson*

***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(M Pot)* ***THAT THE BOARD ACCEPT RESIGNATIONS FROM JENNY CANNON TAKING EFFECT FROM 26 OCTOBER, JAMES LOWE, TONY KWOK, JOANNA CAKEBREAD, JONATHAN GABRIEL, DIANNE DUNCHIE-COLEY, JENNY KEMPSTER AND NICOLE PETERSON TAKING EFFECT FROM THE END OF THE 2018 SCHOOL YEAR***

 ***(CARRIED)***

 **Vouchers**

*August 2018:*

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

 ***PAYMENTS FOR AUGUST 2018 AMOUNTING TO $567,554.21 (CARRIED)***

*September 2018:*

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

 ***PAYMENTS FOR SEPTEMBER 2018 AMOUNTING TO $537,412.23 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 26 NOVEMBER 2018**