

MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 16 SEPTEMBER 2025 AT 6.30 PM

Meeting Opened at 6.30 pm

1. Present & Welcome

Karen Care, Jonathan Cole, Shiree Jamieson, Hollie Reed, Vanessa Macneil, Aaron Pascoe, Mark Rivers, Gypsy Pye.

Welcome to our new board members. Karen presented a slide show for all new members and everyone signed the Board Members Code of Conduct Guidelines form.

Board delegations were appointed for the new board:

Finance Committee; Gypsy Pye and Jonathan Cole

Property Committee; Mark Rivers

2. Confirming Agenda

Confirmed

3. Declaration of Interest

The Conflict of Interest register was explained to all new board members. Mark Rivers registered that there could be a possible conflict with his partner being on the LSSG Committee.

4. Apologies

Nil

5. Minutes of Previous Meeting

The minutes of the previous meeting were accepted.

Jonathan Cole/Vanessa Macneil

6. Matters Arising

6.1 The draft staff complaints process was presented for discussion. Karen is now to present it to the staff for further consultation.

6.2 Georgia McArthur from the MoE has sent us a SEPE Survey to be completed for the 10YPP. The Board will contact her regarding an extension for the due date.

7. Correspondence

7.1 Nil

8. Receiving of Reports

8.1 The August 2025 financial reports, including month end for August were approved.

Jonathan Cole/Vanessa Macneil

8.2 Karen presented her report for discussion. It was moved that Karen's report be accepted.

Karen Care/Hollie Reed

It was moved to accept the 2026 school term dates. Start date is 2 February and end date is 15 December, with one teacher only day on 2 June.

Hollie Reed/Vanessa Macneil

8.3 The SENCo report was presented for discussion.

9. Notified Business

Strategic review

9.1 The annual consultation meeting between the staff, board and LSSG will take place on Friday, 17 October at 3.30pm. Invites and agenda will be sent out in due course.

Regular Review

9.2 The Provisional Staffing and Funding for 2026 was presented for discussion.

9.3 Term 3 OTJ data for reading, writing and maths was presented for discussion. Great progress has been made across all year levels.

9.4 The attendance management plan was presented for discussion. The board moved to adopt the plan.

Karen Care/Hollie Reed

Emergent Review

Nil

General Business

9.5 School road signage was discussed. The feedback has been poor so we will currently remove it from the agenda.

9.6 The EoY thank you dinner was discussed. A sub-committee was chosen to organise this function. Shiree, Vanessa, Hollie and Gypsy will oversee this event.

9.7 Promoting the school was discussed. Some ideas were Community Noticeboards, Packs for the Early Childhood Centres, Open Days and a billboard.

10. Professional Development

10.1 Scenario R3 was presented for discussion and self-review.

11. In Committee

At 8.50pm, the Presiding Member moved that the Board moves into committee under Section 48 Local Government Information and Public Meetings Act 1987, to discuss two items.

12. Out of Committee

The Presiding Member moved that the Board confirms the business considered in committee.

13. Meeting Closure

Welcome to our new board.

The meeting closed at 9.10 pm

Future Meeting Dates 2025 (6.30 pm Starts)

28 October, 25 November

Signed.....

Date.....28/10/2025