Board of Trustees Meeting Summary (Parent Representative Notes)
18th August 2025

Present: Elizma, Matthew, Kewal and Michelle
Apologies: Nick L, Nick E, Felicity and Sally

1. Minutes from Previous Meeting - Previous minutes not approved at meeting - email sent to members for approval.

- **Gates at Udal Place** locked during agreed hours.
- **Signage** has been installed at the gates indicating the locking times.
- A **trespass notice** has been issued to the parent involved in the incident discussed at the previous BoT meeting.

Mover/Seconder - Elizma/Kewal

2. Inwards Correspondence

- Approximately **50% of teaching staff** will attend the upcoming **union meeting** for around an hour.
- A plan is in place to **merge classes temporarily** during this period to ensure coverage.

Mover/Seconder - Kewal/Michelle

3–4. (No updates)

5. Principal's Report

- **Bike event communication** was sent too late (the evening before the event). Recommendation made to send future notifications **well in advance**.
- Request for **more timely communications** regarding **Parent-Teacher meetings**.
- Projected **end-of-year roll**: approx. **580 students**.
- **Growth roll funding** application has been submitted, if approved, **2 additional teachers** will be required.
- **Deck grant application** is in progress, currently being worked on by **Angelic**.

Mover/Seconder - Michelle/Elizma

6. (No updates)

7. Staff Report

- A **verbal update** was provided by the staff representative; **no additional comments** were raised.

Mover/Seconder - Elizma/Kewal

8. Treasurer's Report

- Noted **increased pressure** on resources due to **extreme student behaviour**; highlights need for additional **teacher aides**.
- **Out-of-zone enrolment** for a special needs student was declined, as **other schools are better equipped**.
- **CRT** allocations for next year to **remain at current levels**.
- **Fixed-term position** offered to **Kate**.

Mover/Seconder - Elizma/Kewal

9. Property

- The **10-Year Property Plan** is underway with support from **WaterShed**.
- Meeting with **four other property companies** to secure the best quote; WaterShed remains the likely choice.
- Proposed plan to be **presented at the next BoT meeting**.

Mover/Seconder - Michelle/Kewal

10. Strategic Planning

- **Draft Strategic Statement** will be held over and reviewed at the next BoT meeting.
- **Sick Leave Policy** in **SchoolDocs** was found to be misaligned with the Collective Agreement; proposed updates were **accepted by the BoT**.

Mover/Seconder - Elizma/Kewal

11. Health and Safety

- **Anti-slip coating** trials are underway; no final decision has been made.

Mover/Seconder - Michelle/Kewal

12. General Business

- **Warner Bros filming** at the school has been approved. BoT requests the **school name be covered** in any footage, due to the **unknown context** of the production.
- **Janet Wang**, a parent and international students contractor, is standing for BoT elections. **Potential conflict of interest** flagged, to be reviewed further.

Mover/Seconder - Matthew/Kewal

Action Items

#	Action	Responsible
1	Set reminder to apply for second round of **roll growth funding**	Matthew
2	Send out **weekly notices** to staff with upcoming events/reminders	Matthew
3	Begin planning for 2026: estimate number of **teacher aides** needed	SLT
4	**Notify BoT via email** of Kate's fixed-term appointment	Matthew
5	**Emergency policy** has been reviewed – no further action required	Matthew
6	Confirm if **Conflict of Interest register** has been updated	Sally
7	**Present 10YPP** (property plan) at the next BoT meeting	Matthew
8	**Review Bike Licence** process for Year 5 & 6 – content to be shared for BoT decision	Matthew
9	Share results from **November 2023 parent survey** with BoT	Matthew
10	Confirm whether a **response was sent** to neighbour's complaint	Nick E
11	**Assess potential conflict of interest** regarding Janet Wang's BoT candidacy	BoT Chair

Time meeting moved into-committee not recorded

Commented [1]: Nick L and Kewal - You advised at June's in-committee meeting that this matter had been investigated and closed. The following was minuted re the response " A letter of respons to Rory Main has been drafted. The Presiding Member will finalise and send'. Neither letter, complaint and response are in the In-committee book.