

Board of Trustees Minutes of Meeting 20th June 2024

Meeting Details		
Date & Time	Thursday 20th June 2024, 6.30 – 8.00pm	
Attendees	Caine Webster (Principal), Libby Tuite (Presiding Member), Anita Press (Property), Simon Jones (Finance), Kate Excell (Staff Rep), Manuela Hodgson (Secretary)	
Apologies	Rosie Clement (Fundraising),	
Meeting Agenda		
Item & Link to Papers	Led By	Action/MV
1. Intro and Admin	Libby	
1.1 Welcome / Karakia		
1.2 Present / Apologies	Caine	
1.3 Declaration of Interests		
1.4 Confirmation of Agenda		
1.5 Confirmation of previous minutes Action Points / Matters Arising from Previous Meetings – exception reporting only BOT Meeting Minutes 23rd May 2024.docx		MV Accept minutes from May meeting: Simon, Anita
2. Correspondence	Libby	
2.1 Board / School correspondence		
2.2 Education Gazette		
3. Performance Strategic Direction	Caine	Caine will work suggestions into the survey and get results by the next board meeting
3.1 Principal report June 2024		MV accept the principal's report: Anita, Simon
3.1.1 Wellbeing survey discussed and suggestions made		
4. Student Progress & Achievement	Caine	
4.1 Achievement targets		
4.1.1 Data prepared for reports, so it will be presented in the next board meeting (term 3)		
5. Assurance Effective Governance	Libby	Caine to change wording of the EEO school docs and adjust job advertising accordingly
5.1 <u>Governance schedule</u> EEO review in school docs		Libby to send BOT comms
5.2 BOT Matters, acknowledge Sophie		Caine to draft Community survey
5.2.1 Libby has a draft which will go out end of this term, adding ERO results and community engagement		
6. Assurance Financial Performance	Caine & Simon	MV Accept May figures, Invoices and P&L: Simon, Caine
6.1 Financial statements Finance		
7. Sub-Committee Reports-Back - Summaries to be prepared for future meetings	Rosie	
7.1 Fundraising/L&C day and fundraising for 2024	Libby	Libby to check about traffic management versus closing the road and what the process is
7.1.1 Discussion around moving L&C to Battle Hill		
8. Meeting Closure	Libby	
8.1 Summary of actions (including communications)		
8.2 Items for Next Agenda		

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Open Actions

Actions	Who	Status
To work out a schedule for board assurance	Caine/Libby	Needs to be an agenda item
Principals delegations: Organise a meeting to draft a delegations document. Up to that point and update of enrolment scheme all out of zone enrolments have to be accepted by the board.	Libby and subteam	
Grants: Manuela to look into a grant for a shadesail	Manuela	In the process of getting updated quotes
Bot comms - acknowledge Sophie - Attendance - Government announcements	Libby	
Share fundraising figures with Rosie, catch up what else needs doing	Manuela, Rosie	Figures shared, catchup to be done
Staff Wellbeing survey: To work suggestions into the survey and get results by the next board meeting	Caine	
Caine to change wording of the EEO school docs and adjust job advertising accordingly Libby to send BOT comms Caine to draft Community survey	Caine Libby Caine	
Lamb & Calf Day: to check about traffic management versus closing the road and what the process is	Libby	

Libby Tuite

6.9.24

Libby Tuite
Presiding Member

Date