

Westminster Christian School


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Educating for Time and Eternity

**MINUTES for the Board of Trustees Meeting
in the staffroom at Westminster School
On Tuesday 20 February 2024 at 7.00pm
Meeting 281**

Opening	<p>Devotions from Teacher Only Day Shared on Colossians</p> <p>No Conflicts of Interest with Agenda.</p> <p>It was agreed unanimously that Stephen Freymark would continue as Presiding Member.</p>	
Present	<p>Stephen Freymark (Presiding Member), Lanny Carroll, Nicole Chen, Changmin Jung, Richard Hoek, Carin Erasmus, Sandy Jacobs Dirk Hoek, Jacob Ploeg, Raymond Yeo</p> <p>Present: Nichole Gillanders</p>	
Apologies	<p>Sarah Hartley</p>	
Mission Statement	<p>Presiding Member to read the Mission Statement: <i>“Westminster Christian School, through the Spirit of God, educates the children of Christian parents for time and eternity by providing a Christ-centred academic curriculum founded on a Biblical World View.”</i></p>	
Minutes	<p>Approval of meeting minutes for November’s meeting: Moved by Stephen Freymark, seconded by Lanny Carroll</p> <p>Actions from November’s Meeting:</p> <p>Review the Enrolment Policy to include transfers from other Christian Schools out of town. Defer to next meeting</p> <p>Check attendance requirements for internationals - Nicole Chen to share information with Nix Nicole has shared. Nix to report back next meeting</p> <p>The 2024 Budget will be presented at the December meeting The Finance Committee will meet on the morning of 20 February and then report back at the BOT Meeting</p> <p>Follow-up from August’s Meeting:</p> <p>Survey / Review different areas of the school - Sarah to send suggested questions to Nix Mr Gillanders has carried out a sports survey. Results will be shared this week. Wellbeing surveys are carried out twice a year by our Kahui Ako Within School Teachers Other areas yet to be reviewed - Nix to check in with Sarah for suggested questions</p>	<p>IT WAS AGREED that the November’s meeting minutes be approved.</p>

Correspondence In	<ol style="list-style-type: none"> 1. BOT Approval Request - Year 7/8 Camp 2. Jadene Govender's Leave Request 3. Angela Palmer's Leave Request 	<p>IT WAS AGREED that the Year 7/8 Camp be approved</p> <p>IT WAS AGREED that Jadene's leave be approved</p> <p>IT WAS AGREED that Angela's Leave be approved</p>
Correspondence Out	<ol style="list-style-type: none"> 1. 	
General Business	<ol style="list-style-type: none"> 1. Roll Total is 379 + 1 International Student (Current Maximum: 400) <p>The waiting list now has a rating system: 3 - Church Member, and Sibling to WCS Student / Children of Past Students, and Parent/Grandparent is a Staff Member/Society Member 2 - Church Member, and Sibling to WCS Student / Children of Past Students, or Parent/Grandparent is a Staff Member/Society 1 - Church Member 0 - Non-Preferential</p> <p>For 2024, we currently have waiting: 11x Preferential Students with a 2 rating. They will join us throughout the year once they turn 5. 29x Preferential Students with a 1 rating. 5 will be interviewed this week and offered spaces 2 are waiting to return to NZ and will be offered spaces upon return. The rest are at year levels that we do not have space in classrooms for. 41x Non-Preferential Students. These names roll over each year and are removed from the list either when we have a space to offer them, they pass year 8 or if the parents confirm removal.</p> <p>For 2025 we currently have waiting: 14x Preferential Students with a 1 rating 7x Preferential Students with a 2 rating 1x Preferential Student with a 3 rating</p> <p>We also have two preferential students for each waiting list for 2026, 2027 and 2028</p> 2. Health and Safety & Proprietors <ol style="list-style-type: none"> a. Report from Richard Hoek b. Some items included in Principal Report also 3. Legal Compliance <ol style="list-style-type: none"> a. Strategic Plan 2024 - 2025 b. Annual Goals 2024 c. Statement of Variance for 2023 	<p>IT WAS AGREED that the Strategic Plan and Annual Goals be approved</p>

	<ul style="list-style-type: none"> d. Review Policy No. 02 - Allocation of Units e. Review Policy No. 03 - Equal Employment Opportunities <p>4. Finance Report</p> <ul style="list-style-type: none"> a. Jacob shared feedback from the November, December, and January Finance Report b. 2024 Budget c. Minute approval for Friends of Westminster to fundraise on behalf of the school d. 2022 Audited Finances completed <p>5. Staff Management</p> <ul style="list-style-type: none"> a. Principal Report b. Minute the responsibility for the pastoral care of all International Students is the Principal <p>6. Other Business</p> <ul style="list-style-type: none"> a. Board Sub-Committee Members b. 2024 BOT Management & Actions at a Glance 	<p>IT WAS AGREED that Policy No. 02 be accepted</p> <p>IT WAS AGREED that Policy No. 03 be accepted</p> <p>IT WAS AGREED that the 2024 Budget be approved</p> <p>IT WAS AGREED that the Friends of Westminster be approved to fundraise on behalf of the school</p> <p>IT WAS AGREED that the International Student Pastoral Care be the responsibility of the Principal</p>
Significant Events	Significant Events (Last Week & Upcoming)	
	 Significant Events.pdf	
Next Meeting	The next meeting is proposed for Tuesday, 19 March 2024, at 7:00pm in the Staffroom at 31 Westminster Gardens, Unsworth Heights	
Meeting Close	Nichole Gillanders & Stephen Freymark closed in prayer at 8:33 pm	

IT WAS AGREED that the February meeting minutes be approved.

Date: 19 March 2024

Signed: _____