

**Minutes of the April General Meeting of the
Board of Trustees of Otamatea High School held on
Monday 10 April, 2017**

VENUE: Otamatea High School

DATE: Monday 10 April, 2017

TIME 6.00pm

VENUE: Administration Meeting Room

PRESENT: L. Smart, R. Clothier-Simmonds, G. Jenkins, H. Anderson, W. Maclennan, L. Jones (6.20pm), G. Connelly (7.15pm).

IN ATTENDANCE: N. Donaldson and R Bull.

APOLOGIES: L. Jones will be late.

"That the apology be accepted."

Moved: L. Smart

CARRIED

MATTERS OF DIRECT CONCERN:

Item 1. The Chairman called for any conflict of interest pertaining to any meeting agenda items as posted.

Item 2. Chairman to call for any adjustments to agenda items or placement ie: non-public/public discussions

Item 3.

MOTION:

"That the Otamatea High School Board of Trustees resolve that Roger Bull be selected to fill the casual vacancy on the Otamatea High School Board of Trustees."

Moved: G. Jenkins

Seconded: H. Anderson

CARRIED

R. Bull duly selected.

Item 4. Proposed change to June meeting - Monday 26th June.

Agreed to the next meeting to be on Monday 26th June at 6pm.

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Thursday 23 February, 2017, with the adjustment to present list G. Connolly to read G. Jenkins, be signed as a true and accurate record of the meeting."

Moved: R. Clothier-Simmonds

Seconded: W. Maclennan

CARRIED

MATTERS ARISING FROM FULL BOARD MEETING:

- Option of pre-schools into the COL. Kura Kaupapa declined at this stage and preschools will be looked at a later date.
- Prefect assembly was excellent. Follow up in newsletter/Maungi Matters with Sam Allen's article.

CORRESPONDENCE:

MOTION:

"That the inwards correspondence be accepted and the outwards correspondence be approved."

Moved: G. Jenkins

Seconded: R. Clothier-Simmonds

CARRIED

MATTERS ARISING FROM CORRESPONDENCE:

ACTION LIST:

- Completed items to be removed and items requiring further action to remain.

L. Jones joined the meeting at 6.20pm.

MATTERS ARISING FROM THE ACTION LIST:

(NB: There may be some discussion deferred to Public Excluded Business)

- R. Clothier-Simmonds to follow up further the extra curricula activities
- R. Clothier-Simmonds to relook lease agreement timeframes for school houses (proposed 18 months) in accordance to Board discussion.
- R. Clothier-Simmonds will speak to staff with 'high leave' balances.

PRINCIPAL'S REPORT:

MOTION:

"That the Principal's Report for March 2017 be approved."

Moved: L. Jones

Seconded: W. Maclennan

CARRIED

MATTERS ARISING FROM THE PRINCIPAL'S REPORT:

- R. Clothier-Simmonds to speak to D. Smyth regarding parents and students to be consulted in the full curriculum review.
- G. Connelly to write letters of congratulations to the OTA Kidz plus thank you letters to Dave Burnell, Eileen Parsons, Kay Robinson, Nikki Donaldson for their involvement in Relay for Life.
- Another meeting for Publicity committee to be 5th May at 1.50pm.
- R. Clothier-Simmonds to send out the roll predictions to the Board of Trustees.

G. Connelly joined the meeting at 7.15pm.

FINANCE REPORT:

MOTION:

“That the Financial Report for March be accepted.”

Moved: W. Maclennan

Seconded: H. Anderson

CARRIED

- R. Clothier-Simmonds to check noted banked staffing balance with D. Cornhill-Davies.
- R. Clothier-Simmonds to request D. Cornhill-Davies look into the possibility of recovering some electrical costs in 5YA.

GENERAL BUSINESS:

Item 1: Board Reports

MOTION:

“That the Specialist Classroom Teacher Report March 2017 (AB) be accepted.”

Moved: G. Jenkins

Seconded: L. Jones

CARRIED

MOTION:

“That the Administration Department Report Term 1, 2017 (KR) be accepted.”

Moved: R. Clothier-Simmonds

Seconded: G. Connelly

CARRIED

- R. Clothier-Simmonds follow up further with J. Reid regarding processes and strategies.

MOTION:

“That the 2017 Careers Action Plan Term 1 (EV) be accepted.”

Moved: G. Jenkins

Seconded: H. Anderson

CARRIED

Item 2: Board Policy

F1.0 REPORTING TO THE BOARD

The Board will be well informed and able to make good decisions in policy formation and governance issues by ensuring communication between school leadership and the Board is open, regular and specific.

Ratified 25/06/2014
Ratified 30/9/2015
Reviewed/updated 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F1 policy.”

Moved: L. Jones
CARRIED

Seconded: G. Connelly

F2.0 FINANCIAL MANAGEMENT

The finance policies of the school are governed by the Education Act, and in the event of conflicting requirements the Act 1989 takes priority over local policies.

Ratified 30/05/2013
Ratified 30/09/2015
Reviewed/updated 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed, amended to add ‘and amendments’ and ratified F2.0 policy.”

Moved: L. Jones
CARRIED

Seconded: R. Clothier-Simmonds

F2.1 FUNDING

- 2.1.1 The Board will account for all funds received from any source as required by statute and regulation.
- 2.1.2 Approval for school-based fundraising is delegated to the Principal, except in the case of ‘major’ fund raising activities.

Ratified 30/05/2013
Ratified 30/09/2015
Reviewed 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F2.1 policy.”

Moved: G. Connelly
CARRIED

Seconded: R. Clothier-Simmonds

F2.4 FINANCIAL REPORTING

- 2.4.1 Financial reports will be provided for approval
- 2.4.2 Regular liaison with the school's PCTA will be maintained to ensure financial planning is coordinated
- 2.4.3 Annual accounts will comply with the minimum standards set by the appropriate authorities

Ratified 30/05/2013
Ratified 30/09/2015
Reviewed/updated 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F2.4 policy.”

Moved: H. Anderson
CARRIED

Seconded: G. Connelly

F2.5 BANK ACCOUNTS

- 2.5.1 All bank accounts opened and operated in the name of the school must be approved by the Board. School funds must be banked intact to these accounts, and all expenditure authorised in accordance with written procedures.
- 2.5.2 Two authorised signatures are required on all cheques or other bank payments. The signatories will be the Principal, Deputy Principal, Assistant Principal (Student Support), BOT Chair and Deputy Chair.
- 2.5.3 A register is to be kept of all school accounts, trusts, investments and overdraft facilities.

Ratified 30/05/2013
Amended and Ratified 30/09/2015
Reviewed/updated 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F2.5 policy.”

Moved: W. Maclennan
CARRIED

Seconded: G. Connelly

F2.6 CASH MANAGEMENT

- 2.6.1 Cash surpluses or deficits will be managed to optimise the financial benefit to the school.
- 2.6.2 All approved accounts will be paid when due with a view to minimising outstanding accounts. Internal controls will be maintained to provide proper safeguards for school funds and assets.
- 2.6.3 Responsibilities and functions of employees will be documented to provide a clear record for control purposes.

Ratified 30/05/2013
Ratified 30/09/2015
Reviewed 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F2.6 policy.”

Moved: L. Jones
CARRIED

Seconded: G. Connelly

F2.7 LEVIES AND DONATIONS

- 2.7.1 Student donations are set and reviewed annually by the Board.
- 2.7.2 The Board authorises the school to charge and collect funds to cover co-curricular activities

Ratified 30/05/2013
Reviewed 31/3/2017
(DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F2.7 policy.”

Moved: W. Maclennan
CARRIED

Seconded: H. Anderson

F2.8 PURCHASING OF SERVICES AND SUPPLIES

- 2.8.1 All purchases of services and supplies must be authorised in accordance with written procedures. Board policy requires regular review of purchases by school management to ensure competitive pricing and value for money expended.
- 2.8.2 Three quotes should be sought for supplies / services in excess of \$5,000.

Ratified 30/05/2013
Ratified 30/09/2015
Reviewed 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F2.8 policy.”

Moved: G. Jenkins
CARRIED

Seconded: H. Anderson

F2.9 FIXED ASSETS

- 2.9.1 The school will maintain an up to date asset register.
- 2.9.2 All purchases of fixed assets over the value of \$2,000 must be approved by the Board.

Ratified 30/05/2013
Ratified 30/09/2015
Reviewed 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F2.9 policy.”

Moved: G. Connelly
CARRIED

Seconded: G. Jenkins

F2.10 FINANCE COMMITTEE

- 2.10.1 The Finance Committee will advise the Board on financial policy and variance and will provide recommendations based on detailed reviews of Board financial matters.

Ratified 30/05/2013
Ratified 30/09/2015
Reviewed 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F2.10 policy.”

Moved: W. Maclennan
CARRIED

Seconded: L. Jones

F2.11 REIMBURSEMENT OF AUTHORISED EXPENDITURE

- 2.11.1 Authorised expenditure incurred by staff and other persons on behalf of the school will be reimbursed on presentation of appropriate supporting documentation.

Ratified 30/05/2013
Ratified 30/09/2015
Reviewed 31/3/2017 (DCD)

MOTION:

“That the Board of Trustees have reviewed and ratified F2.11 policy.”

Moved: G. Connelly
CARRIED

Seconded: H. Anderson

A4 INFORMATION AND COMMUNICATION TECHNOLOGY

- 1.0 Otamatea High School will provide the ICT infrastructure through the use of current technologies, and staff training to ensure that all students develop the skills to be digitally fluent and competent ICT users.

Ratified 04/04/2013
Reviewed and amended (RCS) 26.03.2017

MOTION:

“That the Board of Trustees have reviewed, amended to add to read ‘fluent, safe and competent’, and ratified A4 policy.”

Moved: G. Jenkins
CARRIED

Seconded: H. Anderson

A7 CAREERS EDUCATION

- 1.0** Otamatea High School will ensure that all students receive appropriate and timely careers education and guidance in line with current legislation and best practice.

Adopted 25/03/2015

Reviewed and amended (RCS) 26.03.2017

MOTION:

“That the Board of Trustees have reviewed and ratified A7 policy.”

Moved: G. Jenkins

Seconded: W. Maclennan

CARRIED

A5 EDUCATION OUTSIDE THE CLASSROOM (EOTC)

- 1.0** All EOTC will be planned to provide curriculum-based activities to meet the learning needs of every student and fulfil legislative requirements

Ratified 04/04/2013

Reviewed 31 March 2017 (KG)

MOTION:

“That the Board of Trustees have reviewed and ratified A5 policy.”

Moved: W. Maclennan

Seconded: H. Anderson

CARRIED

B1 DISCRETIONARY LEAVE OF ABSENCE

- 1.0** Leave will be granted subject to the conditions set out in the relevant employment contract(s) and the procedural criteria.

Short Term Leave (leave up to and including four school days)

- 2.1** Leave up to and including four school days may be granted at the discretion of the Principal.

- 2.2** The Principal shall report to the Board all short term leave granted.

- 2.3** Any discretionary leave application by the Principal must go to the Board.

Long Term Leave (leave for one or more school weeks)

- 3.1** Leave for one or more school weeks may only be granted by the Board.

- 3.2** In emergency or extraordinary circumstances the Principal may, after consultation with the Board Chairperson, grant a period of Discretionary Leave with or without pay for a specific purpose. The Principal will provide an explanatory report to the next scheduled Board meeting explaining the circumstances and rationale for granting the Discretionary Leave.

MOTION:

“That the Board of Trustees have reviewed and ratified B1 policy.”

Moved: G. Connely
CARRIED

Seconded: L. Jones

B3 PERFORMANCE REVIEW

1.0 The Board of Trustees requires that all staff at Otamatea High School will participate in an annual performance review programme.

1.1 The process will:

- a) provide staff with opportunities for professional and personal growth to meet the learning needs of every student and
- b) ensure that the all teaching staff are meeting or working towards the Practising Teacher Criteria for continued registration and full certification as set by the New Zealand Education Council

1.2 The results of all performance reviews are confidential to the staff member, his or her HELA or Appraiser and the Senior Leadership Team.

1.3 The Board of Trustees will ensure that sufficient funds are made available for an effective annual performance review process, and for appropriate professional learning and development identified by this process.

2.0 Principal’s Performance Review

2.1 The Principal will have a Performance Review on an annual basis to ensure;

- a) accountability for effective leadership and management and the delivery of quality teaching and learning in the school.
- b) the ongoing personal and professional growth and development of the Principal.

2.2 At least once every three years, the Principal’s appraisal will be conducted by an external appraiser, mutually acceptable to the Principal and the Board.

MOTION:

“That the Board of Trustees have reviewed and ratified B3 policy.”

Moved: G. Jenkins
CARRIED

Seconded: L. Jones

B4 PROFESSIONAL LEARNING AND DEVELOPMENT

- 1.0** Otamatea High School will provide all staff with ongoing Professional Learning and Development to link to the Strategic and Annual plans and to meet the learning needs of every student

Ratified 30/05/2013

Reviewed and ratified 4/6/2015

Reviewed (KG) 31 Mar 2017

MOTION:

“That the Board of Trustees reviewed and ratified B4 policy.”

Moved: W. Maclennan
CARRIED

Seconded: G. Jenkins

C1 HEALTH AND SAFETY

- 1.0** The Board and Senior Leadership Team will take all practical steps to provide a safe physical and emotional environment for employees, students, visitors and contractors to the school.

Ratified 04/04/2013

Reviewed and Ratified 18/12/2014

Reviewed / ammended 3 March 2017 (KG)

MOTION:

“That the Board of Trustees have reviewed and ratified C1 policy.”

Moved: H. Anderson
CARRIED

Seconded: G. Jenkins

C15 CYBERSAFETY

- 1.0** The Board of Otamatea High School will ensure that appropriate procedures are in place for the safe use of Information and Communication Technologies.

Ratified 04/04/2013

Reviewed and amended (RCS) 26.03.2017

MOTION:

“That the Board of Trustees have reviewed and ratified C15 policy.”

Moved: R. Clothier-Simmonds
CARRIED

Seconded: G. Connelly

C16 TRANSPORT

1.0 Otamatea High School will provide transport for all eligible students to and from school in accordance with MOE guidelines.

Ratified 04/04/2013

Reviewed and amended (RCS) 26.03.2017

MOTION:

“That the Board of Trustees have reviewed and ratified C16 policy.”

Moved: L. Smart
CARRIED

C18 CONSUMPTION OF ALCOHOL

The Board will manage the responsible consumption of alcohol on school property and at school events as follows

- 1.0** Alcohol will not be consumed on school property when the school is open for instruction.
- 1.1** Alcohol may be consumed on school property where appropriate by staff and invited guests with the prior approval of the Principal.
- 1.2** Alcohol will not be consumed on any school trips in line with the Ministry of Education EOTC guidelines.
- 1.3** Organisers of functions on school property must receive prior written approval by the Board if they wish to serve alcohol at the function. The Board will consider:
 - The nature and purpose of the event
 - The location of the event
 - The nature and level of supervision
 - Adherence to host responsibility guidelines
 - The need for organisers to apply for a Special Licence if alcohol is to be sold or supplied

Ratified 30/07/2013

Updated and ratified 30/7/2014

Reviewed and amended (RCS) 23.03.2017

MOTION:

“That the Board of Trustees have reviewed and ratified C18 policy.”

Moved: L. Smart
CARRIED

C19 VULNERABLE CHILDREN ACT

1.0 Otamatea High School will ensure that it complies with the legislation as set out in the Vulnerable Children Act 2014

Developed in consultation with relevant staff – November 2016
Reviewed and amended (RCS) 26.03.2017

MOTION:

“That the Board of Trustees have adopted and ratified C19 policy.”

Moved: G. Connelly

Seconded: L. Jones

CARRIED

C20 FOOD ACT 2014

1.0 The School will comply with the legislation regarding the Food Act 2014.

Developed in consultation with Hospitality Teacher (RCS) 26.03.2017

MOTION:

“That the Board of Trustees have adopted and ratified C20 policy.”

Moved: H. Anderson

Seconded: W. MacLennan

CARRIED

C21 GENDER DIVERSITY

1.0 Otamatea High School will support gender diversity and inclusiveness.

Developed (RCS) 26.03.2017

MOTION:

“That the Board of Trustees have adopted and ratified C21 policy.”

Moved: L. Jones

Seconded: L. Smart

CARRIED

D1 STAFF APPOINTMENTS

1.0 The Board is committed to employing the best person suited to the position according to their skills, qualifications, abilities and aptitudes

1.1 The Board will abide by “good employment principles” when making an appointment according to:

- State Sector Amendment Act 1989 s77A (c) - 2 (h)
- Human Rights Act 1993
- Privacy Act 1993
- The school’s EEO Policy

- Employment Relations Act 2000
- The current collective agreements covering staff at the school
- The Vulnerable Children Act 2014

- 1.2** All positions will be appropriately advertised.
- 1.3** The Board delegates its authority to appoint positions below Heads of Essential Learning Areas as well as Support Staff to the Principal.
- 1.4** The Board delegates its authority to appoint Senior Leadership positions to the Principal in consultation with the Personnel Committee, which must include the Principal, of the Board.
- 1.5** The full Board will appoint the Principal

Ratified 30/05/2013

Reviewed, updated and ratified 29/07/2015

Reviewed March 2017 (RCS)

MOTION:

“That the Board of Trustees have reviewed, amended to 1.5 the board will be involved in the process of appointing the Principal. Consideration should be given to using an external advisor to assist, and ratified D1 policy.”

Moved: G. Connelly
CARRIED

Seconded: R. Clothier-Simmonds

D3 ALLOCATION OF UNITS, MIDDLE MANAGEMENT ALLOWANCES AND SENIOR MANAGEMENT ALLOWANCES

1.0 The Board will ensure a fair, equitable and transparent allocation of Permanent Management Units and Fixed Term Units in accordance with the provisions of the relevant collective agreement.

1.1 Fixed Term Units will be allocated for the purpose of Reward and Responsibility for priorities as identified in the School Charter and Strategic and Annual Plans.

1.2 All allocated Senior and Middle Management Allowances will be awarded in an open and equitable manner, in adherence to the criteria as outlined in the SCTA

Ratified 30/07/2014

Reviewed March 2017 (RCS)

MOTION:

“That the Board of Trustees have reviewed and ratified D3 policy.”

Moved: L. Jones
CARRIED

Seconded: G. Connelly

D4 PERSONNEL FILES

Confidential personnel files are kept of all staff members in accordance with legal obligations. These are stored centrally in a secure location; staff can access their files upon request to the Principal.

Developed March 2017 (RCS)

MOTION:

“That the Board of Trustees have adopted and ratified D4 policy.”

Moved: W. Maclennan
CARRIED

Seconded: H. Anderson

D5 EMPLOYMENT CONTRACTS

Employment contracts will be in place for all employees before the commencement of work and will reflect the conditions as outlined in the relevant collective agreement.

Developed March 2017 (RCS)

MOTION:

“That the Board of Trustees have adopted and ratified D5 policy.”

Moved: G. Connelly
CARRIED

Seconded: L. Jones

D6 INDUCTION PROGRAMME FOR NEW STAFF

Rationale:

The Otamatea High School Board of Trustees is committed to inducting all new staff into the school, in order to ensure that they have a smooth integration into their role and become competent, active members of the school community. As a good employer the Board of Trustees wishes to promote high levels of staff performance to ensure all new employees become familiar with school systems and processes, and ensure that the students receive a continuity of learning, school values, vision and objectives in accordance with our school Charter.

Induction programs which are well planned, conducted and evaluated will enable new staff to learn about the organisation, its culture and the requirements of their role.

Purpose:

The purpose of this document is to ensure that all new staff, including teaching and non-teaching staff, have a smooth transition into the organisation and their roles. The induction programme for new staff will include those staff members returning from a leave of absence in excess of one academic year.

Policy:

All employees (excluding contractors, casuals, volunteers, relief teachers and temporary staff undertaking less than one term of employment) will be inducted into Otamatea High School in a manner as described in the procedures which accompany this policy document.

April 2017 (DS)

MOTION:

“That the Board of Trustees have adopted and ratified the D6 policy.”

Moved: L. Smart

CARRIED

D7: INDUCTION AND MENTORING POLICY FOR TEACHERS SEEKING FULL CERTIFICATION

Rationale

Provisionally certificated teachers (PCTs) are usually newly qualified teachers who don't yet have enough teaching experience to meet all of the Practising Teacher Criteria. They need to complete a broad-based programme of induction and mentoring over two years to gain full certification. Otamatea High School is committed to providing strong and effective induction, and mentoring programmes that meet the needs of all provisionally certified teachers.

Purpose

The purpose of this document is to ensure that all provisionally certified teachers, including overseas trained teachers, and teachers newly returned to the profession, are supported at Otamatea High School, and gain the benefits of high quality induction and mentoring programmes. This should be undertaken in such a manner as to support these teachers to move towards full certification.

Policy

All teachers employed by the Otamatea High School Board of Trustees, who have not been granted current and full teacher certification by the Education Council of New Zealand, will complete broad-based programmes of induction and mentoring that meet their individual needs.

Developed April 2017 (DS)

MOTION:

“That the Board of Trustees have adopted and ratified the D7 policy.”

Moved: G. Jenkins

Seconded: G. Connelly

CARRIED

D8 LENGTH OF SCHOOL DAY

Otamatea High School will comply with the relevant current legislation as outlined in the Education Act 1989 and Education Legislation Act 2016 regarding the length of the school day.

Developed March 2017 (RCS)

MOTION:

“That the Board of Trustees have adopted and ratified the D8 policy.”

Moved: L. Jones

Seconded: H. Anderson

CARRIED

D10 TERMS AND HOLIDAYS

Otamatea High School complies with the Education Act 1989 in relation to term dates and holidays.

Developed March 2017 (RCS)

MOTION:

“That the Board of Trustees have adopted, and amended to add, will comply and

ZZamendments after 1989, and ratified the D10 policy.”

Moved: G.Connelly

Seconded: L. Jones

CARRIED

E1 COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

- 1.0** The Board of Trustees acknowledges that the school is a community facility and may therefore hire school facilities and equipment to approved organisations/groups

Ratified 04/04/2013

Ratified 26 August 2015

Reviewed March 2017 (RCS)

MOTION:

“That the Board of Trustees have reviewed and ratified the E1 policy.”

Moved: R. Clothier-Simmonds

Seconded: L. Jones

CARRIED

E2 CONSULTATION WITH THE MAORI COMMUNITY

- 1.0** The Board will consult regularly with the school’s Maori community to develop and maintain effective communication

Ratified 04/04/2013

Reviewed March 2017 (RCS)

MOTION:

“That the Board of Trustees have reviewed, amended to add ‘effective two way’ and ratified the E2 policy.”

Moved: G. Jenkins

Seconded: G.Connelly

CARRIED

E3 COMMUNICATION WITH THE COMMUNITY

- 1.0** The Board will ensure that the community is kept well informed.

MOTION:

“That the Board of Trustees have reviewed, amended to add ‘and maintain effective two way communication’ and ratified the E3 policy.”

Moved: L. Smart

CARRIED

The meeting moved into Non-Public Business. (8.02pm)

MOTION:

“That in terms of the Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this part of the meeting because the Board wishes to discuss a matter relating to students and/or staff members and for that reason the 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.”

Moved: L. Smart

CARRIED

MOTION:

“That the Board resolves that pursuant to section 48. (5). & (6). of the Local Government Official Information and Meetings Act 1987 Nikki Donaldson be permitted to remain at this meeting as Minutes Secretary after the public has been excluded.”

Moved: L. Smart

CARRIED

The meeting moved out of non-public business (9.28pm)

MOTION:

“That the meeting move out of non-public business.”

Moved: L. Smart

CARRIED

MOTION:

“That the decisions made in non-public business be confirmed.”

Moved: L. Smart

CARRIED

Meeting closed: 9.30pm

Chairperson

Signed: _____

Principal

Date: _____

Signed: _____

Date: _____