

Westminster Christian School

est. 1981

Educating for Time and Eternity

**MINUTES for the Board Meeting
in the staffroom at Westminster Christian School
On Tuesday 22 July 2025 at 7.00pm
Meeting 295**

Opening	Raymond Yeo opened in prayer Nichole shared devotions based on Gratitude. No Conflicts of Interest with the meeting agenda noted.	
Present	Stephen Freymark (Presiding Member), Dirk Hoek, Carin Erasmus (Acting Principal), Lanny Carroll, Raymond Yeo, Richard Hoek Jacob Ploeg (Online) Nichole Gillanders (Taking Minutes) Grant Shew in attendance	
Apologies	Sandy Jacobs (extended sick leave), Changmin Jung (overseas)	
Mission Statement	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>	
Code of Conduct	Code of Conduct #15: I identify and manage conflicts of interest I identify, disclose, manage and regularly review all interests. I become familiar with, and follow, all conflicts of interest requirements, including those of the board, the school, and all statutory requirements. Code of Conduct #1: I act with integrity I act with high standards of professional and personal integrity, including being honest, open, transparent, and trustworthy	
Minutes	Approval of meeting minutes for June's meeting. Moved by Lanny Carroll, Seconded by Dirk Hoek. Actions from the June meeting: ACTION: Carin, Sandy and Anthea to clarify parameters of Sabbatical Leave Completed - Carin emailed the board the following day. Notification Date for her application is 15 August ACTION: Nichole to write a response on behalf of the board to Nicole Chen Completed - Nix emailed Nicole and cc'd board the following day.	IT WAS AGREED that the June's meeting minutes be approved.
Correspondence In	1. Everyday Matters - Term 2 Attendance Report	
Correspondence Out		

General Business	Roll Total is 373 (Current Maximum: 400) + 1 international long-term student + 9 international short-term students Room 8 opened last week with four students and will have another intake on 18 August. - Health and Safety & Proprietors - Report from Richard Hoek - Property Walk Through to be shared next week - Legal Compliance - Review <u>Policy No 30 - Sexual Harassment of Staff</u> - Review <u>Policy No 19 - Raising Concerns About School Related Matters</u> - Finance Report - June End of Month not completed yet. Report next month. - Student Management - Principal Report - Staff Management - Included in Principal Report - Curriculum Lead Teacher Report - Language Learning Centre (aka ESOL) - Other Business	IT WAS AGREED that Policy 30 be accepted IT WAS AGREED that Policy 19 be accepted
Significant Events	Significant Events Please refer to 2025 Calendar	
Next Meeting	The next meeting is proposed for Tuesday, 19 August 2025, at 7pm, in the Staffroom at 31 Westminster Gardens, Unsworth Heights. Any requests for leave from the August meeting	
Meeting	Stephen Freymark closed in prayer at 8:24pm	

IT WAS AGREED that the July meeting minutes be approved.

Date: 19 August 2025

Signed: _____