

Westminster Christian School

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Educating for Time and Eternity

**MINUTES for the Board of Trustees Meeting
in the staffroom at Westminster Christian School
On Tuesday 24 June 2025 at 7.00pm
Meeting 294**

Opening	Stephen Freymark opened in prayer Carin Erasmus shared devotions based on Thanksgiving. No Conflicts of Interest with the meeting agenda noted.	
Present	Stephen Freymark (Presiding Member), Dirk Hoek, Carin Erasmus (Acting Principal), Changmin Jung, Lanny Carroll, Raymond Yeo, Richard Hoek Jacob Ploeg (Online) Nichole Gillanders (Taking Minutes) Hayley Gibson in attendance	
Apologies	Sandy Jacobs (extended sick leave), Nicole Chen	
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 #13: I am politically impartial in my role as a board member I do not endorse or campaign for a political party or candidate in my capacity as a school board member. Code of Conduct #14: I meet statutory and administrative requirements I act in accordance with all statutory and administrative requirements relevant to the role of the school board (including as an employer) and will seek guidance and support if and where required.	
Minutes	Approval of meeting minutes for May's meeting. Moved by Richard Hoek, Seconded by Stephen Freymark. No actions from the May meeting.	IT WAS AGREED that the May's meeting minutes be approved.
Correspondence In	- Auditor's Report for FY 2024 - Leave Request from Trish Ragg - Sabbatical Leave Request from Anthea Stein (please ignore link mentioned in letter) - Resignation from Nicole Chen	IT WAS AGREED that Trish's leave be approved. ACTION: Carin, Sandy and Anthea to clarify parameters ACTION: Nichole to write a response on behalf of the board

Correspondence Out		
General Business	1. Roll Total is 375 (Current Maximum: 400) + 1 international long-term student Room 7 is now at capacity. Room 8 will open in Term 3 for next new entrant intake 2. Health and Safety & Proprietors a. Report from Richard Hoek b. Property Walk Through 3. Legal Compliance a. Review Policy No 04 - Performance Management / Appraisal b. Review Policy No 59 - Conflict Resolution - Peace Making 4. Finance Report a. Finance Committee Report 5. Student Management a. Principal Report 6. Staff Management a. Included in Principal Report b. Curriculum Lead Teacher Report - Physical Education & Health c. Curriculum Lead Teacher Report - Learning Languages 7. Other Business	IT WAS AGREED that Policy 04 be accepted IT WAS AGREED that Policy 59 be accepted
Significant Events	Significant Events Please refer to 2025 Calendar	
Next Meeting	The next meeting is proposed for Tuesday, 22 July 2025, at 7pm, in the Staffroom at 31 Westminster Gardens, Unsworth Heights Changmin Jung will be on leave from the July meeting.	
Meeting	Nichole Gillanders closed in prayer at 8:32pm	

IT WAS AGREED that the April meeting minutes be approved.

Date: 22 July 2025

Signed: _____