

**MINUTES for the Board of Trustees Meeting
in the staffroom at Westminster Christian School
On Tuesday 18 March 2025 at 7.00pm
Meeting 291**

Opening	Richard Hoek opened in prayer Carin Erasmus shared devotions based on Identity in Christ, Teaching is a Calling. 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 Jacob Ploeg (Online) Nichole Gillanders (Taking Minutes), Richard Hoek (In Attendance but no Voting Rights to maintain board constitution)	
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 #7: I take responsibility for ongoing development in my role I make myself available to undertake appropriate professional development, including a focus on Te Tiriti o Waitangi and good governance. Code of Conduct #8: I engage with our community in sensitive and appropriate ways I work with my fellow board members to authentically engage with all people in our school community, including whānau, local Māori communities, iwi and hapū, fairly, impartially, promptly, and sensitively to help inform the decisions we make.	
Minutes	Approval of meeting minutes for February's meeting. Moved by Stephen Freymark, Seconded by Lanny Carroll. No actions from the February meeting.	IT WAS AGREED that the February's meeting minutes be approved.
Correspondence In	1. Leave Request from Jadene Govender for Weeks 1 & 2 of Term 3	IT WAS AGREED that Jadene's leave be approved
Correspondence Out		
General Business	1. Roll Total is 363 (Current Maximum: 400) + 2 international long-term students Upcoming Intakes for Rooms 4 and 7: Term 2 Intake: 6 New Entrants	

	Mid-term 2 Intake: 5 New Entrants <i>New Roll Total will be 374</i> Open Room 5 or 8 in Term 3*: Term 3 Intake: 7 New Entrants Mid-term 3 Intake: 1 New Entrant Term 4 Intake: 4 New Entrants <i>New Roll Total will be 386</i> *If we can open room 8 we can take another 6 new entrant students. If it needs to be room 5, we will cap it at the 12 above. (Room 8 is currently being refurbished). <i>New Roll Total would be 392</i> We then only have physical spaces in Year 4 and 5. Currently no applicants for this age group. We cannot take year 6 students as that will affect intermediate next year which is already at capacity for the next two years. 2. Health and Safety & Proprietors a. Report from Richard Hoek b. Property Walk Through c. Lockdown / Emergency Drill carried out Monday 10 March at 11:28am. Ran incredibly smoothly especially considering it was the first one for the year. 3. Legal Compliance a. Review Policy No 17 - Physical Restraint b. Review Policy No 14 - Treaty of Waitangi c. March 1 Roll Return Completed 4. Finance Report a. Finance Committee Report b. Annual Accounts are being sent to Auditor (by our accountant) 5. Student Management a. Principal Report <i>In Committee at 7:47pm</i> <i>Out of Committee at 7:51pm</i> b. Introduce Student Leaders - video was shared 6. Staff Management a. Included in Principal Report 7. Other Business a. Board Elections - Richard Hoek sending a letter to all voters asking for Expression of Interest and inviting them to attend future meetings. July invitation for nominations go out. The September meeting will be the last meeting for the current board.	IT WAS AGREED that Policy 17 be accepted IT WAS AGREED that Policy 14 be accepted
Significant Events	Significant Events Please refer to 2025 Calendar	

Next Meeting	The next meeting is proposed for Tuesday, 29 April 2025, at 7pm, in the Staffroom at 31 Westminster Gardens, Unsworth Heights No requests for leave from the April meeting at this stage, other than Sandy.	
Meeting Close	Stephen Freymark closed in prayer at 8:07pm	

IT WAS AGREED that the March meeting minutes be approved.

Date: 29 April 2025

Signed: _____

