



KENT STREET

SENIOR HIGH SCHOOL

Minutes of the Kent Street Board – Meeting No.1 held on 17 March 2015

ATTENDEES: Graeme Eley, James Deacon, George Hayden, Sharron Sutton, Steve Sitienei, Ida Suhadji, Scott Montgomery, Lyn Diver, Misha Mamo, Kath Ward, Paul Currie (lateness apology)

1.0	Welcome and apologies	ACTIONS
1.1	Opening and welcome. <ul style="list-style-type: none"> The meeting was opened by <i>Kath Ward</i> at 3.15pm. 	
1.2	Apologies: <i>Nil</i>	
1.3	Confirmation of agenda. <i>The Board confirmed the agenda.</i>	Confirmed
2.0	Disclosure of interest	
2.1	<i>The Council noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting No. 1 agenda.</i>	
3.0	Minutes of previous meeting	
3.1	Review minutes of previous meeting not to occur given inaugural meeting of board.	No action
3.2	No actions arising from the previous meeting. See 3.1.	No action
4.0	Priority item A	
4.1	<i>Election of chair – Graeme Eley nominated. Carried. Election of deputy chair – James Deacon nominated, seconded Misha Mamo. Ida Suhadji nominated, seconded James Deacon. James withdrew his nomination. Ida was appointed Deputy Chair. Carried.</i> <i>Graeme thanked the Board for their confidence and thanked Kath for the effort put into preparing for this meeting and recruiting appropriately.</i>	Graeme Eley elected chair, Ida Suhadji elected deputy chair. Graeme took over chairing of meeting at this point.
5.0	Priority item B	
5.1	<i>Terms of reference – meeting frequency, meeting times. The board reviewed the terms of reference and made appropriate adjustments.</i> <ul style="list-style-type: none"> <i>10.1 Scott moved that the quorum can include participation via electronic means in real time of the meeting. Seconded</i> 	Terms of reference reviewed. Kath to issue modified version for further discussion at next board meeting.

	<p><i>Sharron. Carried.</i></p> <ul style="list-style-type: none"> • <i>Graeme moved that the Kent Street board only wishes to resort to a cast of vote when other methods – seeking consensus – are not achieved. Seconded Steve. Carried.</i> • <i>It was moved by Scott that the terms of reference be modified to accommodate the role of deputy chair. Seconded George. Carried.</i> • <i>James moved that section 9.18 should include an addition that the school's financials will be presented at every meeting.</i> • <i>Paul moved that it be documented that we negotiate the content of the agenda in concert with the principal for each ordinary meeting prior to its distribution. Seconded James. Carried.</i> <p><i>Structure of meetings – See section 7. It was resolved that the Board will meet twice per term. (Weeks five and nine)</i></p> <p><i>Communication strategy – how to receive Board information. SEQTA will be pursued by Paul and presented at the next meeting. As an interim measure we will use email.</i></p> <p><i>Kath asked about a photo a blurb about each member for the webpage. Kath to seek the information and organise photos.</i></p>	<p>Louise to place this on the school calendar and website.</p> <p>Paul to prepare a presentation to the board re SEQTA for next meeting.</p> <p>Kath to seek information from membership and coordinate photo opportunity at next meeting.</p>
6.0	Reports and operational matters	
6.1	No reports tabled at this inaugural meeting	No action
7.0	Other business	
	<ul style="list-style-type: none"> • Proposal to add cap to school uniform. Kath presented the sample cap and explained how it can be marketed as an optional accessory. Approved. • Kentian Foundation dinner Wednesday 17 June 2015. Kath to circulate an email to board to confirm attendance/payment. • Kath to be empowered to note that we have had our first meeting, that the board is active, election of chair and deputy to be made public. Goal is to lift the profile of the board. • Kath shared her plan to go on LSL in term two – weeks one and two. Helena Rychal will be principal. Kath has issued an expression of interest for a relieving deputy. • Kath reminded the membership to read the Business Plan – whilst incomplete, this has an important section about the challenges we face and the goals we might set as a board. 	<p>Kent Street cap to be included in uniform policy as an optional accessory.</p> <p>Membership to inform Kath of intent to attend Kentian dinner.</p> <p>Kath to coordinate webpage update.</p> <p>Membership to review DPA and business plan before next meeting.</p>
8.0	Next meeting	
	The next meeting is scheduled for <i>Monday, 30 March at the Kent Street board commencing at 5pm.</i>	
9.0	Roundtable evaluation of the meeting	
	<ul style="list-style-type: none"> • All members contributed to the discussion 	

10.0	Meeting close/adjournment/next meeting	
	The meeting was closed by <i>Graeme Eley</i> at 5.15pm. The next meeting will be at <i>Kent Street SHS, 30 March 2015. 5pm in the boardroom.</i>	Graeme and Kath to meet in advance of next board meeting.

Signed (Chair)

Date: