

# Darlington Primary School

## Minutes, Term 1 Meeting 1

Monday 25 March 2024

1.0	Present: Adrian, Brett, Dan, Claire, Jazmin, Priya, Andrew, Naomi Apologies: Amy		
1.1	Opening and welcome Volunteer Minute-taker: Naomi	Andrew	Info
1.2	Present: Adrian, Brett, Dan, Claire, Jazmin, Priya, Andrew, Naomi Apologies: Amy	Andrew	Record
1.3	Induction Presentation including finance overview	Naomi	Info
1.4	Nominations for Council Chair and Secretary Brett nominated for Council Chair Elected unopposed Dan nominated for Secretary Elected unopposed		
2.0	Disclosure of interests	Chair	
2.1	Identify real, perceived or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be raised with the Chairperson prior to the meeting to determine the appropriate way to manage the conflict.		Note
3.0	Minutes of previous meeting		
3.1	Review of previous meeting minutes Endorsement of Minutes Moved: Priya Seconded: Adrian	Andrew	
4.0	Reports and operational matters		
4.1	Principal's report As attached Note the Principal's report Noted	Andrew	Info, endorse note
4.2	Finance Report and Budget As attached Note the Finance report and budget Noted	Naomi	Info, endorse note
5.0	Annual Report	Andrew	
5.1	Annual Report presented by Andrew Andrew ran through and explained the aspects of the report.  Motion to endorse the Annual Report Moved: Brett Seconded: Dan Endorsed		
6.1	Terms of Reference and Code of Conduct	Chair	
	Both of these documents are available in the Library on Connect. Terms of Reference was reviewed in 2021, the Code of Conduct not since 2018. These will be reviewed at a future meeting.		
6.2	Training for Council Members There is online training available, please have a look at this and then we can determine if anything further is required	Andrew	
8.0	Next meeting	Chair	
	Next meeting Week 7 of Term 2 Monday 27 May 4.30pm		
	Closed 6.04pm		