**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 SecretaryBrett nominated for Council ChairElected unopposedDan nominated for SecretaryElected 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 minutesEndorsement of MinutesMoved: PriyaSeconded: Adrian | Andrew |  |
| 4.0 | Reports and operational matters |  |  |
| 4.1 | Principal’s reportAs attachedNote the Principal’s reportNoted | Andrew | Info, endorsenote |
| 4.2 | Finance Report and BudgetAs attachedNote the Finance report and budgetNoted | Naomi  | Info, endorsenote |
| 5.0 | Annual Report | Andrew |  |
| 5.1 | Annual Report presented by AndrewAndrew ran through and explained the aspects of the report.Motion to endorse the Annual ReportMoved: BrettSeconded: DanEndorsed |  |  |
| 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 MembersThere 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 |  |  |