**Darlington Primary School**

**Minutes, Term 1 Meeting 1**

**Monday 25 March 2024**

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| 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 |  |
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| 8.0 | Next meeting | Chair |  |
|  | Next meeting Week 7 of Term 2 Monday 27 May 4.30pm |  |  |
|  | Closed 6.04pm |  |  |