

NARRABUNDAH COLLEGE BOARD MINUTES

Date: 25.06.2025
Time: 4:15 – 5:45pm
Board Chair: Nina Amini
Minute Taker: Jenny Street

AGENDA	TOPIC/SPEAKER	OUTCOME/ACTION	RESPONSIBILITY
○ Acknowledgement of Country	Megan	<i>We wish to acknowledge the Ngunnawal people as traditional custodians of the land we are meeting on and recognise any other people or families with connection to the lands of the ACT and region. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region. We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people who may be attending today's event.</i>	
○ People Attending		Megan Altenburg, Jenny Street, Jacob Thornton, Nina Amini, Drew Baker, Lachlan Li, Meredith McIntyre, Minh Phan, Lachlan Phillips	
○ Apologies		Julie Bauer	
○ Declaration of Conflict of Interest		Nil	
○ Minutes of Previous Meeting		Minutes of previous meeting 21.05.2025 were reviewed and adjustments requested Moved: Lachlan Phillips Seconded: Minh Phan	
○ Matters Arising & Actions		The School Review will be completed 6-8 August. Parents and students will have opportunity to discuss the lines of enquiry established for the review.	
○ Correspondence		Code of Conducts received for all Board Members Board Training was held by the Directorate and attended by Nina. Important areas were the Legislative requirements of the Board (Slide 8) – Curriculum oversight, policy review and encouraging parent and student engagement. Ethical requirements (Slide 17) Agreed that future Board minutes will be added to the Website.	Jenny Nina
○ Reports	Principal	Governor General is visiting the College on 1/7/25 as she was a student here in 1982 and wants to revisit her school. No external media. 1.5 hours on site – tour, assembly, drama production and refreshments with staff	Megan
	Business Manager	May 2025 Accounts reviewed and approved. Moved: Lachlan P, Approved: Lachlan L The staffing budget is being reviewed and will take time.	Jenny

		<p>Revised Budget: The primary driver of the variation in the current budget and proposed adjusted budget is the higher than expected 2024 French Bacculaureate staffing from Telopea.</p> <p>The revised budget for 2025 requires further clarification around Educational Resources and Other Payments prior to approval.</p>	
	Student	<p>The update of the Student handbook is occurring and it also being compared to other Colleges.</p> <p>Pancakes occur at the School fortnightly on a Friday and has done for years</p>	Minh/Lachlan
	Teacher	Report tabled – no questions	
	Board	<p>IB Policies due for review every two years requirement IB Accreditation. Could any feedback be provided back to Jenny S by 11 July. An online meeting will be held to review the Communications Policy with Board Members (excluding Principal and Secretary) on 23 July.</p> <p>Thanks to Megan for acting as Principal whilst waiting for the official announcement on the permanent Principal of Narrabundah College.</p> <p>Announcement should be made prior to the end of Term.</p> <p>Further discussion regarding costs of FB and IB programs. IB college decision and French Bacculaureate is at Government level.</p> <p>Lachlan Li – voted as Deputy Chair of the Board</p> <p>Board Approved the concept of a Japan Trip for Sept/October 2026 for the students studying Japanese.</p>	Nina
Date of Next Meeting		Next scheduled board meeting 13 August 2025	