

**MINUTES OF THE BOARD MEETING  
OF ROSEBANK COLLEGE - HELD ON WEDNESDAY 21 OCTOBER 2015**

**Present:** Marea Nicholson / Cecilia Hilder / Tim Power / Kathryn Efthymiades / Megan Kahler sgs  
**Apologies:** Margaret McCue / Ray Pozzato / Fiona Martin      **Absent:** Joanne Travaglia / Justin Flaherty  
**In Attendance:** Tom Galea (Principal) / James Jeffery (Dean of Finance)

ITEM	DISCUSSION	WHO
1599	Directors pre-meeting / welcome and prayer	
1600	Group photograph postponed	
1601	<p><b>Meeting Opening</b>            Apologies: Margaret McCue, Fiona Martin, Ray Pozzato / Absent: Joanne Travaglia / Justin Flaherty</p> <ul style="list-style-type: none"> <li>- Minutes of 16 September 2015 accepted as an accurate record</li> <li>- Business Arising / Action List:               <ul style="list-style-type: none"> <li>- <b>Action</b> (revisiting Action Item 1592): Follow up with Kay Herse about Megan Kahler's PD hours / HR and Risk subcommittee to be sent any Directors PD information from the CFO and table it / Follow up with the three Directors in this regard</li> <li>- Action Item 1594: New Director interviews scheduled for Monday, 16 November – 3 candidates (6:15pm to 8:15pm)</li> </ul> </li> <li>- Correspondence in:               <ol style="list-style-type: none"> <li>i. AIS Bulletin</li> <li>ii. Board Matters Newsletter</li> <li>iii. GSE Budget Meeting: Amendments to the Constitution (copy provided to each Director)                   <ul style="list-style-type: none"> <li>- Discussion around definition of College Governance structure/role/responsibilities of 'Responsible Persons'                       <ul style="list-style-type: none"> <li>- Why do only Members vote on the Constitution while the Directors are responsible?</li> <li>- Are Members 'Responsible Persons'? Do Members have to comply with BOSTES training requirements?</li> </ul> </li> <li>- <b>Action:</b> Respond to questions, obtain a summary of what the document is about and provide Directors with a clean copy once finalised</li> </ul> </li> </ol> </li> </ul>	<p>CFO / Board Chair</p> <p>CFO</p>
1602	<p><b>Principal's Report</b></p> <ul style="list-style-type: none"> <li>- The Board unanimously agreed that Tina Mavritsakis (Development Officer) join the Future and Identity subcommittee and Leila Alali (Compliance Officer) join the HR and Risk subcommittee</li> </ul>	
1603	<p><b>HR &amp; Risk Management Subcommittee</b></p> <ul style="list-style-type: none"> <li>- The College was unaware that the Occupational Warning System was approved without an audio alarm</li> <li>- The engineered fire solution is now having the audio alarm installed</li> <li>- Confirmation that the trees which were leaning on the neighbours wall have been removed               <ul style="list-style-type: none"> <li>- <b>Action:</b> Update the Risk Register: Building subcommittee 'Delay in commencement of construction due to Congregational delays'</li> <li>- <b>Action:</b> Add 'Fraud', 'System Security (ICT)' and 'Governance' to the Register</li> </ul> </li> </ul>	<p>CFO CFO</p>
1604	<p><b>Identity and Futures Subcommittee</b></p> <ul style="list-style-type: none"> <li>- Saturday, 7 November Planning Day</li> </ul>	

	<ul style="list-style-type: none"> <li>– Important to look back at learnings from the move to co-education</li> <li>– The Board agreed to having Fran Warner join the group as an ‘observer’ to help give the process clarity</li> <li>– Ensure that at end of the session there is time for ‘where to from here’ and a summary of ideas</li> <li>– Obtain more information on the status of the developers arrangement in terms of voluntary contributions</li> <li>– Keep as many options open as possible as discussions move forward</li> <li>– No financial data to be put up or discussed – only strategy</li> <li>– Strategic Plan for Presentation Draft 2 <ul style="list-style-type: none"> <li>– Document to be A4 portrait (sample was hard to read in current format)</li> <li>– Second front cover photo option preferred but still not right and blue strip needs to be reduced so more of the photo can be seen</li> <li>– Small photos at bottom of cover are weak and need to reflect sport, STEM and creative arts</li> <li>– Remove architect picture of the building</li> <li>– Look to include more Religious iconography <ul style="list-style-type: none"> <li>– <b>Action:</b> Send the Directors the ‘Possible Titles’ in a table for ranking of top 5 and include “Learning for Life”</li> </ul> </li> </ul> </li> </ul>	Melanie
1605	<p><b>Building Subcommittee Reports</b></p> <p><b>Project 4</b></p> <ul style="list-style-type: none"> <li>- Discussion around document tabled: Update on Project 4 Tender Review as at 20 October 2015 (PCA - Private Certifying Authority) <ul style="list-style-type: none"> <li>- \$7,705,688 is \$100,000 less than the previous recommended construction cost</li> <li>- Information provided around the positive reference for Steve-Watts received from Waverley College</li> <li>- As most risk should now be mitigated, the Finance subcommittee feels that the contingency amount is generous and should only be in an issue if there is any problem with the drawings</li> <li>- Confirmation that the contingency is in addition to \$7,705,688 and that only the Board and members of the Building subcommittee have this information</li> </ul> </li> <li>- <b>Recommendation:</b> The Board accepted the College recommendation that a construction cost of \$7,705,688 is accepted</li> <li>- <b>Action:</b> Meet with CBGA for approval and prepare Contract for signature by the Board Chair</li> </ul>	CFO
1606	<p><b>Finance Subcommittee Report – September 2015</b></p> <ul style="list-style-type: none"> <li>– Reports taken as read <ul style="list-style-type: none"> <li>– Two changes in the 2016 Budget: fees structure was amended to 4.5% as requested and discounts were reviewed</li> <li>– Result of these two changes was a reduction in the budgeted Surplus of \$3000</li> </ul> </li> <li>– Members meeting confirmed for 4 November at 5pm</li> </ul>	
1607	<p><b>AOB</b></p> <p>End of year Board dinner confirmed following meeting on 18 November including Bernadette Beard and the Leadership Team</p>	
1608	<p><b>Diary Reminders</b></p> <p>Amended 2016 Calendar tabled noting changes to the Board meetings in July and October</p> <ul style="list-style-type: none"> <li>- Building Meeting / Identity &amp; Futures Meeting / HR &amp; Risk Meeting – Tuesday, 3 Nov</li> <li>- Members Meeting – Wednesday, 4 November</li> <li>- Finance Meeting – Tuesday, 10 Nov</li> <li>- Presentation Night, Wednesday 2 December</li> </ul>	

Meeting closed: 8:45pm