



# THE COUNCIL OF KNOX GRAMMAR SCHOOL

MINUTES OF MEETING OF THE COUNCIL OF KNOX GRAMMAR SCHOOL HELD  
IN  
THE COUNCIL MEETING ROOM AT KNOX GRAMMAR SCHOOL  
ON  
24 APRIL 2007 AT 6.45 PM

- 
1. **PRESENT**
- |                                 |                         |
|---------------------------------|-------------------------|
| Mr G E Mapp AM – Chairman       | Mrs S Conde AM          |
| Mrs J Jacobs                    | Dr S A Longstaff        |
| Mrs R Mitchell, Secretary       | Mr P A Roach, Treasurer |
| Mr R W Wannan – Deputy Chairman |                         |
- IN ATTENDANCE**
- |                                |
|--------------------------------|
| Mr J W Weeks – Headmaster      |
| Mrs M Young ( <i>Minutes</i> ) |
2. **APOLOGIES**
- |                |
|----------------|
| Dr A J Cameron |
| Mr K Conway    |
| Mr D A Foulkes |
| Mrs W King     |
| Dr R I Miller  |
| Mr J Oldmeadow |
| Rev A Pearce   |

The meeting was opened with prayer.

3. **Responsible Persons Declaration**

The Chairman asked all Council members to declare they are not in breach of the declaration. It was noted that Directors of the Knox Grammar School Foundation Ltd were also members of Council.

4. **MINUTES**

4.1 **Minutes of the School Council**

The minutes of the School Council dated the 21st March 2007 to be presented again at the 23rd May 2007 Council meeting.

4.2 **Other Committees**

The Chairman noted minutes of the following Committees:

4.2.1	Tabled - Minutes of Finance and Audit Committee	23 April 2007
4.2.2	Minutes of Boarding Committee	28 March 2007
4.2.4	Minutes of Property Committee	3 April 2007

**Tabled**

- |       |  |
|-------|--|
| 4.2.5 | Mercer, Review of Remuneration and Performance Management Practices ( <i>labeled B, for purposes of identification</i> )   |
| 4.2.6 | Correspondence from Mr John Oldmeadow, Executive Director, Board of Education, Uniting Church in Australia, NSW Synod ( <i>labeled C, for purposes of identification</i> ) |

- 4.2.7 Paper prepared by Mr Wannan, Knox Grammar School Foundation Limited (labeled D, for purposes of identification)
- 4.2.8 The Nic Jools Collection, copies of correspondence (labeled E, for purposes of identification).
- 4.2.9 OH&S Compliance update April 2007 (labeled F, for purposes of identification).

## 5. BUSINESS ARISING

### 5.1 Knox Grammar School Foundation Limited

Mr Wannan tabled a paper entitled *Knox Grammar School Foundation Limited*. Mr Wannan's paper brought to Council's attention both background on this subject a, recommendation and merit for continuing to utilise the Foundation. The paper was presented for Council's deliberation.

It was noted that the management of donations given to the Scholarship Fund, by the Foundation has to date been the vehicle used for most of the Scholarships granted by the School, was recommended in the paper. In addition, it was recommended that voluntary donations given through the Fee Run could be specifically for a Foundation Scholarship Fund. Mr Wannan commented that these activities would utilise the Foundation and give it a reason for being.

Discussion followed regarding the present Foundation membership; the current activity of the Foundation, the Foundation's current purpose to the School and the School brand vs Foundation brand with respect to Scholarships and Capital Campaigns.

It was noted that there was a strategic benefit in maintaining the current structure, should changes to Government policy occur. In addition, it was noted that the Uniting Church approved of the Foundation in its present form.

Mr Roach suggested maintaining Knox Foundation Nominees as the 'bank' for the School and to 'wind-up' Knox Grammar Foundation Limited as it had no assets; was an unlisted public company and indicators highlighted a general lack of interest.

After deliberations, Council **recommended** that the School Executive consider this matter and respond to Council. HM

- 5.2 Enrolments – Previous minutes highlighted that the proposal to increase the number of students in the Prep School is expected to be implemented over a three year period. A progress report was not available at this point.
- 5.3 Cadets – Management & Risk Management - Refer Headmasters Report.
- 5.4 Boarding - Nil report.

## 6. HEADMASTERS REPORT

The Chairman invited the Headmaster to present his Report. The Headmaster's Report appeared on pages 16-19 of the April Council Report.

### 6.1 ASA Matter

The Headmaster reported that the Uniting Church had instructed its insurer to manage this matter. A Solicitor appointed by the Uniting Church had visited the School. Files had also been reviewed by Mr Gooding and Mrs Mitchell and copies taken. Concern had been expressed over additional claims; public disclosure and exposure to the School. An immediate claim of \$120,000 in damages will be handled by the Uniting Church.

6.2 Teacher of Interest

The Headmaster reported to Council on this matter. The Headmaster advised that investigations continue.

Discussion highlighted concern over the security of student records under the Paterson Centre. It was **agreed** that the Headmaster and Mrs Mitchell review the security of student records and report back to Council. HM & RM

6.3 Financial Reporting

The Headmaster reported that the School's Accountant had successfully completed financial reports for Council.

6.4 Cadet Bivouac '07

The Headmaster reported that the Bivouac '07 had been successful. The Cadet Unit submitted a RAMS Assessment for the Australian Army and for the School prior to the Bivouac. Consultants will critique Cadet Bivouac '07 and discuss issues that are deficient to improve the RAMS assessments.

The Headmaster reported that, under OH&S procedures, a RAMS document is to be completed prior to any School excursion. Staff will then be able to identify any risks prior to the excursion and know in advance how to respond accordingly.

6.5 HSC 2007

The Headmaster reported students had received their half yearly reports. Positive results have been achieved. The Headmaster advised that he had no major concerns for the HSC at this stage.

6.6 Appraisals

The 2006 Headmaster's Self Appraisal Report, Key issues, period 1 January 2006 – 31 December 2006; the Head of Senior School's Self Appraisal Report for 2006 and the Head of the Preparatory School, Self Appraisal Report for 2006. Key Issues appeared on pages 20-64 of the March Council Report. The Headmaster welcomed any feedback from Council and/or suggested goals for the next 12 month period.

6.7 Mercer Report on Knox Remuneration

The Headmaster advised that 90% of the issues raised in the Mercer Report had been addressed. It was noted that K-12 focus groups had been mixed, therefore, a critical distinction between the Prep and Senior School was unable to be established.

The Headmaster reported that the Mercer Report had provided a basis for major change including staff input. The Headmaster reported that a new handbook is being written; a new appraisal system in place; morale is high and new staff have a strong focus on the teaching of the students resulting in a positive cultural change. Allowances continue to be a contentious issue due to the management of same by staff. The Headmaster continues to analyse staff turnover in key areas.

The differing management styles between the Deputy Head and Headmaster were questioned. The Headmaster responded that this area has been addressed. In addition, what constituted excellence in teaching was also questioned. The Headmaster advised that this criteria is taken directly from the Institute of ....