



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
20 JUNE 2007 AT 3.30 PM

-
1. **PRESENT**
- | | |
|---|----------------|
| Mr R Wannan, Chairman | |
| Mr P Roach, Deputy Chairman and Treasurer | |
| Mrs R Mitchell, Secretary | |
| Dr A Cameron | Mrs W King |
| Mr K Conway | Dr R Miller |
| Mrs J Jacobs | Dr S Longstaff |
- IN ATTENDANCE** Mr J W Weeks – Headmaster
Mrs M Young (*Minutes*)
2. **APOLOGIES** Mrs S Conde, *AM*
Mr J Oldmeadow
Mr A. Foulkes
3. **Responsible Persons Declaration**
- The Chairman asked all Council members to declare they are not in breach of the declaration, which they did.
4. **MINUTES**
- 4.1 **Minutes of the School Council**
- The minutes of the School Council dated the 23rd May 2007 were adopted and accepted as a correct record.
- 4.2 **Other Committees**
- The Chairman noted minutes of the following Committees were contained in the Council business papers:
- | | | |
|-------|--|--------------|
| 4.2.1 | Minutes of Property Committee (Draft) | 5 June 2007 |
| 4.2.2 | Minutes of Finance & Audit Committee (Draft) | 12 June 2007 |
| 4.2.3 | Minutes of Boarding Committee (Draft) | 12 June 2007 |

5. BUSINESS ARISING5.1 Headmaster's Contract

Further to minutes dated the 23 May 2007, it was noted that the School Executive, comprising Mr Wannan, Dr Cameron and Mr Roach, were to finalise the Headmaster's Terms and Conditions of Appointment and present same to Council. The Chairman reported that this matter is still ongoing. This matter was deferred to the July Council meeting. RW

5.2 Risk Management

Further to minutes dated 23 May 2007, it had been agreed that the paper on Risk Management be considered and discussed by Council at the June Council meeting. The Headmaster reported that all items listed in the Risk Management report had been actioned.

The Chairman advised that a Risk Assessment and Internal Audit Plan to manage risks over a three year period, had been prepared by Deloitte a number of years ago. It was resolved that this model be re-circulated to Council members, for their consideration, as a model for possible adoption by the School. HM

5.3 Nic Jools' Collection

The Chairman reported that the relevant application to the ATO had been lodged for the donation of various art works by the Nic Jools' Family Trust to the Knox Grammar School Building Fund. The Chairman advised that the donated art works had an estimated value in excess of \$800,000 and that he was still awaiting details of the valuation. Background correspondence on this subject appeared on pages 107-124 of the Council business papers.

The Chairman reported that Mr Jools had requested that a book be written which outlined the significance of the collection. In this regard, Rex-Livingston Art Dealer had prepared a draft Publishing Proposal for the Nic Jools' Collection which appeared on pages 119-120 of the Council business papers.

It was resolved that the Chairman ascertain the cost of producing a book and report back to Council with a specific proposal. RW

It was further resolved that upon completion of the Valuation of the art collection that Mr Wannan forward the relevant correspondence to Mr Roach, Treasurer. A receipt will then be issued to Mr Jools from the Knox Grammar School Building Fund prior to 30 June 2007. RW/PR

It was noted that the paintings will be housed at Mr Jools' home until such time that the School identifies an appropriate place for the paintings at the School.

The Headmaster acknowledged the Chairman's contribution and management of this matter.

5.4 Matters brought forward from Planning Day

It was resolved that matters brought forward from the Planning day be discussed at the July Council meeting. Council

5.5 Matters brought forward from July 2002 and Matters brought forward to a later date

Two tables entitled: *Record of Business Arising – Items to be Brought Forward to a Later Date* and *Record of Business Arising - Items to be Brought Forward* appeared on pages 99-106 of the Council business papers. It was resolved that the Chairman and Headmaster recommend what matters should be brought forward for Council's attention and report back to Council accordingly. RW/HM

6. HEADMASTERS REPORT

The Chairman invited the Headmaster to present his Report. The Headmaster's Report appeared on pages 24-38 of the June Council business papers.

6.1 Matters Arising

- 6.1.1 ASA Matter - The Headmaster reported that the Solicitors for the Uniting Church insurers continue to manage this matter.
- 6.1.2 Teacher of Interest - The Headmaster provided background and updated the Council on this matter.
- 6.1.3 Risk Management - Cadets - The Headmaster reported that considerable work has occurred in relation to improving the safety issues associated with the operations of the School's cadet unit. Consultant's, Risk Response & Rescue have guided the process in conjunction with the School.

6.2 Staff Matters

- 6.2.1 Aian Marsden - The Headmaster reported that Mr Marsden officially retires on Friday 22nd June 2007.
- 6.2.2 Staff Appraisals - The Headmaster advised that the restructure of the Knox pay scale steps 14,15,16 & 17 had been replaced with the revised award category of Senior Teacher and in this regard the Headmaster reported that 19 teachers applied and prepared for appraisal. The Headmaster reported that twelve teachers had been successful in achieving the award category of Senior Teacher.

6.3 Knox Community

- 6.3.1 The Headmaster updated the Council on the types of activities that the Knox Community were actively involved in.

6.4 Students

- 6.4.1 The Headmaster updated the Council on student matters which included: half yearly reports; Year 8 and Year 10 students and parents subject choice information nights for School Certificate and Higher School Certificate; student activities and the postponement of the Annual Cadet Camp and Year 8 Camp because of adverse weather conditions.

6.5 Head of Preparatory School Report

The Head of Prep School Report, which appeared on pages 30-31 of the Council business papers was noted.

7. COMMITTEE REPORTS

7.1 Finance and Audit

The Convener of the Finance and Audit Committee provided his report to Council. The Finance and Audit Committee report appeared on pages 17-21 of the Council's business papers.

The Convener reported:

- that the Finance and Audit Committee had requested that the School's Accountant provide greater analysis of budget over-runs;
- enrolments were steady;
- there were no items of Capital Expenditure for approval;
- the Capital Appeal will raise approximately \$2m by 30 June 2007. Information nights have been held for Years 9 and 10.

7.1.1 Scholarships Fund - DGR

A written copy of the Knox Grammar School Scholarship Fund Rules, appeared on pages 82-86 of the Council papers.

The Convener of the Finance and Audit Committee recommended Council adopt the Knox Grammar School Scholarship Fund Rules as per the UCA template.

Discussion followed regarding the use of the Scholarship Fund and structure of same. It was resolved that the Executive meet to discuss this matter further and respond accordingly to Council.

RW/Executive

7.2 Boarding Report

The Minutes of the Boarding Committee were noted.

7.3 Property Report

The Convener of the Property Committee provided his report to Council. The Property Committee report appeared on pages 12-16 of the Council's business papers.

The Convener reported that the master plan projects are over budget by 6%. The Convener advised that the Project Managers had identified four matters for cost recovery and in this regard a meeting has been scheduled with the PCG to discuss this matter further and possibly refer the matter to Kemp Strang Lawyers.

The Chairman advised that Mr Steve Williams, from Kemp Strang Lawyers provided legal advice to the School in connection with the building contract. The Chairman advised that he was a Consultant to Kemp Strang Lawyers however his remuneration was not in any way linked to any fees rendered to clients he was associated with or connected to by Kemp Strang Lawyers. The Chairman further advised that he had been involved in the past in supervising or overseeing, in a general sense, certain legal matters conducted by Kemp Strang for the School and in advising the School, however, in all cases he had not charged for his time.

The Convener updated the Council on the progress of the DA for the Great Hall and Visual Arts. The Convener reported that further sketches have been prepared by the Architect for Ku-Ring-Gai Council to address their areas of concern over the set-backs and scale of the proposal and their resultant impact on landscape treatments to the Northern and Eastern boundary.

The Convener updated the Council on the progress of the Prep School Tennis Courts. It was noted that tenders received had provided quotations ranging from \$400-\$500K. It was further noted that a CAPEX had previously been approved for only \$160K on advice of the Architect.

7.4 Capital Campaign - Refer above (item 7.1)

7.5 Chaplain Appointment

Mrs Mitchell updated Council on the progress of the appointment of a new Chaplain to the School. It was noted that if the School sought the Uniting Church's approval to appoint two chaplains, approval would be readily forthcoming. Mrs Mitchell reported that membership had been confirmed and that the Council Sub-Committee for Appointment of Chaplain will now meet to discuss and clarify study leave; recommend future number of Chaplains for the School; discuss advertising; scope and position description; housing and conditions of same.

It was resolved that Mr John Oldmeadow would be the Chairman of the Chaplaincy Committee.

8. Reception (tabling) of Pre-circulated Reports, Uniting Church Communications

No reports had been tabled.

9. GENERAL BUSINESS9.1 Council nominations

Further nominations to Council were discussed.

It was resolved that a Council Nomination Committee be formed comprising members of the Executive Committee. RVW

Council members were requested to forward any further nominations to the Chairman.

9.2 Use of existing Scholarship fund

Refer Items 7.1.1 above

10. OTHER BUSINESS

It was noted that Rev Niall Reid is experiencing ill health. Council's thoughts are with Rev Reid and his family at this time.

11. NEXT MEETING

It was noted that the next meeting of the School Council would take place on Wednesday, 25th July 2007.

12. CLOSURE

The Chairman thanked Members of Council for their attendance and declared the Meeting closed following the benediction at 5.00 pm.

Signed as a correct record


Chairman

Date _____