|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting:** | Governance Committee | **Date:** | Thursday, 13 June 2024 |
| **Meeting No.:** | 2/2024 | **Time:** | 5.30pm |
| **Chair:** | Leisa Harper | **Venue:** | Private Residence, Warragul |

**Members In Attendance:**

|  |  |
| --- | --- |
| Phil Drummond | Board Director/Chair |
| Leisa Harper | Board Director/Secretary |
| Emma Vandenberg | Board Director |
|  |  |

**Others In Attendance:**

|  |  |  |
| --- | --- | --- |
|  |  | |
|  |  |

**Apologies:**

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

| **Agenda No.** | **Subject** |
| --- | --- |
|  | **Acknowledgement**  I acknowledge the traditional custodians of the land we are meeting on today, the Gunnai Kurnai people, and pay my respects to their Elders, past present and emerging. |
|  | **Appointment Of Positions**  Time Keeper: Leisa Harper  Minute Taker: Leisa Harper |
|  | **Declaration Of Conflict Of Interest**  Nil |
|  | **Confirmation Of Previous Minutes**  This is the first meeting of the Governance Committee; therefore, there are no previous minutes.  Motion: That the minutes **(Appendix One)** of the previous meeting held on Thursday 16 May 2024, be accepted.  Moved: Emma Vandenberg  Seconded: Phil Drummond |
|  | **Matters For Committee Discussion & Recommendation to the Board**  5.1 Remuneration Policy Review  Committee members to read Jenelle’s comments Appendix Two and prepare a recommendation for the next Board Meeting (27 June 2024). Appendix Three – outlines the information received from HR Consultant  Motion: Move that the Headway Board adopt these policies so that they can be conveyed to staff in the coming 4-6 weeks.  Moved: Emma Vandenburg  Seconded: Phil Drummond  5.2 CEO and executive employment model  Review the CEO contract prior to the meeting - **Appendix Four**  The Governance Committee worked through a portion of the CEO Contract and will coordinate the remainder over the coming weeks. |
|  | **Other Business**  Conversation occurred to reflect that once the Board has finalised the Strategic Plan, this will be discussed in relation to the CEO Board report as well as the performance review against the plan. |
|  | **Next Committee Meeting**  Date: Thursday, 1 August 2024  Time: 5.30pm  Venue: Residence of Mr Phil Drummond |

|  |  |
| --- | --- |
| **Meeting Closed** | |
| Date: | Thursday, 16 May 2024 |
| Time: | 7.37pm |
| Chair: | Leisa Harper |
| Signature: |  |
| Date signed: |  |
|  |  |