



Minutes of the Board of Trustees meeting held on
Monday 3rd October 2022 at 6:30pm in staffroom

Meeting opens at 6:30pm

KARAKIA

*E Te Atua, Manaaki Mai, Awhina Mai, Aroha Mai, Ake, Ake, Amene
Lord, guide us, Support us, Love us. Forever and ever. Amen*

Actions from last meeting:

Check ICT Warranty wit New Era: completed

Green Forms: Jill to share summary of green forms with BOT

Pouwhenua conversations: ongoing (Nick and Anna to take over this)

1. ADMINISTRATION

1.1 Present:

Jill Pears (Principal), Karen Steedman (Staff Representative and recording minutes), Lexi Mayer, Anna Roberts, Nick Alpe, Owen Mansfield

1.2 Apologies – Davinia Hitchings, Hilary Quayle (Kaye Jones as minute taker)

1.3 Confirmation of minutes:

The minutes of the August 2022 meeting were presented for approval as an accurate record of those meetings.

*Anna moved that the public minutes of 15th August 2022 meeting be accepted, Jill seconded
All in favour Carried*

1.4 Conflict of interest declaration: There were no declarations of interest recorded.

1.5 Board election results: New board members welcomed onto board.

1.6 Elect presiding member:

*Davinia elected as Chairperson – Nick moved this and Anna seconded
All in favour Carried*

*Lexi elected as Deputy Chairperson – Anna moved this and Owen seconded
All in favour Carried*

1.7 Dates for 2023: Jill presented proposed dates. The board discussed these dates and agreed to the dates given.

1.8 Board members thank you: We would like to take this opportunity to thank our exiting board members Seraya Silbury and Joe Lewis. We appreciate all they have done during their time on the board. We would also like to welcome the new board members – Nick Alpe, Owen Mansfield and Hilary Quayle.

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Chairperson's initials:

2. REPORTS TO THE BOARD:

- Principal's Report: Taken as read. No discussion points
- Correspondence Report:
Correspondence in – Confidential correspondence to be discussed in committee
- Health, Safety and Wellbeing Report: Taken as read. Children have been climbing on/in the water tank behind Te Kohanga. The lid has been removed and lost and school equipment thrown into it. Mesh has been used to cover the water tank until a new replacement lid can be purchased
- Risk Management: Taken as read. ACTION - Change wording on the first column of report (Jill)
- Property:
Landscaping to be completed around the school
Library is completed and just waiting on paperwork
After hours use of school – a number of incidences were discussed where behaviour of people using the school grounds after hours has been of concern.
Leaking heatpump from Kidsfirst is leaking into school garden – ACTION - Owen to communicate with Kidsfirst, to resolve this
- Trust Report (verbal) – Davinia absent
- Staff rep report (verbal)
Staff would like to thank the Board of Trustees for their support (gifts given) Lexi in return thanked the staff.
Teachers raised concerns about the grounds use after hours – examples of incidences discussed. Nick agreed to be point of call for staff to report any incidences to. ACTION - Board is going to be involved in communication around use of grounds (School Newsletter, Facebook, Herald, Community Noticeboard) ACTION - Nick to make contact with the police to get further advice. Staff to provide examples for Nick.

*Lexi proposed that all the reports tabled in 1. Administration be accepted.
All in favour*

Carried

3. MONITORING

3.1 Budget Reports

Anna presented the financial reports. Fun raising ideas were discussed.

Lexi proposed the financial reports for August 2022 as presented be approved and accepted. Seconded Karen

All in favour

Carried

3.2 Policy Review: Reminder for BOT members to follow through on the policy reviews

3.3 Data Sheets Behaviour: No discussion points

3.4 Data Sheets Medical: Look at classifications for reporting. ACTION – Jill to add a tag to head injuries

3.5 Staff Update: Shane Dawson in Senior learning hub. Te Kohanga Yr 2 to start a new programme in Te Kete for the mornings due to numbers in the Junior learning hub

3.6 Student attendance: Jill tracking attendance, to be discussed in committee

3.7 Uniform communication: ACTION- Uniform requirements to be communicated in the school newsletter. (Jill) Also mention the second hand shop in the newsletter article.

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Chairperson's initials:



4. Curriculum

- 4.1 Purchases supported by Trust – Literacy resources for the whole school have been purchased, also novels for the middle school and readers for the junior school
Discussion around the role of trust, new members are going to go to a meeting to help become familiar with trust.

5. Strategic Direction

- 5.1 Green Forms – Discussion around purpose of green forms. Next steps discussed. ACTION – Jill to send summary of green forms to new BOT members
- 5.2 ERO – Jill gave update of ERO and what is to happen next.

6. In Committee

Start the meeting in-committee 8:41pm

That the public be excluded from the following part(s) of the proceedings of this meeting. The grounds are that the matters are one of personnel and the reason is to protect the privacy of the individual(s). The motion is proposed to comply with Section 48 of the local Government Information and Meeting Act 1987.

- Approved minutes of last meeting
- Status of action items
- 6.1 Media and related documentation
- 6.2 Parent letter
- 6.3 Attendance
- 6.4 Staffing

The meeting ~~then~~ went out of committee at 9:58pm.

Meeting closed at 9:59pm.

