

**MINUTES OF BOARD OF TRUSTEES MEETING, Shirley Primary School,  
5:45 pm, 1 June 2022.**

Welcome

Present: Linda Glasgow, Alistair Sim, Rebecca Roper-Gee, Penny Knowles, Jeremy Moses, Angeleen Keepa, Shelley Wilson  
Apologies: Thelma te Pania, Don van Onselen

AGREED ON LAST MINUTES

Moved: That the minutes of the previous meeting be accepted.

Board Minutes to show DRAFT ONLY on them when posted online after monthly board meetings. These minutes are not confirmed until the following meeting.

AI to confirm with Leigh re: Strategic planning date and then Send out invite.

RSVP from board for Tuahiwi marae visit. Action Board

Action points from previous meeting - all completed.

School Docs - Behavior management & Reporting and Recording Accidents and Incidents. Discussion about when to report incidents to Worksafe.

Principals report - read by Alistair

Indication of roll numbers for next meeting. Action AI

Community engagement survey - questions chosen and discussed. Lauren Hill is now coordinating the community consultation.

*EOTC approved* - Artists trip to MacFarlane Park, PALs training day, House Leaders Leadership day, zone cross country, weekly winter sport, McLeans Island miniature train, Southern Centre visit.

*Children's university update*: We have been offered a place in the Children's University programme. Cost is \$25 but some funding is available so no child will miss out.

*Out of Zone applications:* We received 10 out of zone applications through the ballot. Six of these applications were for NE spaces (one from a current sibling), two for a Y2 space, one for a Y3 space and one for a Y4 space. We have space to accept the six NE enrolments, the Y3 enrolment and the Y4 enrolment. We do not have space to accept the two Y2 enrolments. Recommendation - we accept the 8 out of zone enrolments who applied through the ballot process and fit within our space requirements and decline the two Y2 enrolments and the Y4 numbers where we do not have space. Board approve.

*Kapa haka and Pasifika* are happening on Fridays. We have approached a parent to help with Bollywood and are waiting on confirmation.

The Mana Whakatipu programme has started again this term. Kevin will be taking two groups.

*Marae visit* - our visit to Tuahiwi Marae is on Friday July 22nd. All staff (including support staff) and BoT members are invited to attend.

*ERO* zoom meeting was held on Wednesday May 18th with the leadership team. A follow up meeting will be held on Wednesday June 8th.

*6:29pm Incommittee to discuss things of a personal nature. Out of committee 6:32pm*

We have appointed two new learning assistants for the rest of the year through one off MoE funding of \$28K- Lisha Anitelea and Anne Ward have been employed.

*Principal appraisal* - Neil Wilkinson on site June 15 to talk to staff as part of Alistairs appraisal.

Property - There are no plans currently in place for any work to be completed on the Mahuri block. A leak was discovered in the Akeake block over the toilets which has caused the frame to warp and the door is unable to close. This is being followed up by Corey from the MoE who has received a costing from Swanee.

*Earthquake Drill* - Was held on Wednesday May 4th

*Security system:* The MoE have agreed to pay for the \$5424.60 plus GST to upgrade to an Inner Range Integrity Controller with Integrity Express User Software as discussed at the last BoT meeting.

*Security cameras:* These have been installed. After viewing cameras C1 to C4, Alistair decided to have camera C5 installed as well for greater visibility outside Te Whare. This was an additional \$800. With the MoE agreeing to pay for the security upgrade there is still a significant saving for the school. Board approved.

One portable air cleaner arrived from the MoE and has been placed in the Mahuri space where they have limited ventilation. Alistair may go back to the MoE to ask for more purifiers for other spaces or possibly look at purchasing more.

#### Insurance -

This year the Liability Package premium has increased 17% due to general market conditions as well as the school insurance scheme unfortunately being hit by a number of claims.

Current attendance - 82% across the school.

Assurances are in Alistair's board report.

Finance report from Geoff Gillam

Digital technology - An audit has been done of all the devices. Most devices are purchased and coming to the end of their usefulness. We have 30 leased devices currently to return but are looking to increase this number to meet needs. Alistair will update the BoT with regard to this process.

Board Elections - Lil to be the returning officer - Linda moved that we do both electronically and physical copies. Seconded by Becs. Action AI to discuss with Lil.

Anyone interested in joining the BOT to come to the July meeting. Alistair to include in the next newsletter.

Discussed opportunities for the board to talk to the community about being on the board - fun run, art exhibition.

*Admin pay equity* - online meeting coming up in next few weeks.

*Online union meetings* for teaching staff are also coming up, the school will stay open and each team will release one person to join the webinars at a time.

Avonside Girls Board of Trustees - Linda has been co-opted onto the Board until the elections.

Kahui Ako - alternative education - satellite school discussed

**Meeting finished 7:10pm**