

Minutes of Board of Trustees Meeting 17th July 2025

Meeting Details	
Date & Time	Thursday 17th July 2025, 6.30 – 8.30pm via MS Teams
Attendees	Caine Webster (Principal), Libby Tuite (Presiding Member), Simon Jones (Finance), Alexandra Modlik (Comms, Parent Liaison), Matthew Pervan (Property), Manuela Hodgson (Secretary), Kate Excell (Staff Rep)
Apologies	

Meeting Agenda				
Item & Link to Papers	Led By	Action		
1. Intro and Admin	Libby			
1.1 Welcome / Karakia				
1.2 Present / Apologies	Caine			
1.3 Welcome	came			
1.4 Declaration of Interests				
1.5 Confirmation of Agenda				
1.6 Additions				
1.6.1 - Reports				
1.6.2 - NE visits		MV: Accepted Alex, Kate		
1.7 Confirmation of previous minutes Action Points / Matters Arising		Approved in committee		
from Previous Meetings – exception reporting only Meeting		meeting minutes: Kate		
Minutes 15th May.docx		Simon Simon		
1.8 Actions from last meeting discussed.		Simon		
2. Correspondence	Libby			
2.1 Board / School correspondence				
2.2 Parent complaint (in committee)				
2.3 Email from Maddy				
2.3.1 NE visits: Matt reports about his last meeting with parents and				
the conversations around the role of the board and				
expectations				
2.3.2 Libby is available to come to the next visits		Action: Libby to email		
		Maddy and attend the next		
2. Desferment of Charterie Direction	0.	NE visit		
3. Performance Strategic Direction	Caine			
3.1 Principal's Report				
3.1.1 School Roll				
3.1.2 Attendance				
3.1.2.1 Caine reports about term 2 attendance (91%) and reports				
about one case that has been referred to attendance services.				
3.1.2.2 Staffing				
3.1.2.3 Actions:		MV To approve the 10 year		
3.1.2.3.1 BOT to approve and minute the approval of the property plan		property plan: Alex, Libby		
3.1.2.3.2 Painting plan to be updated and approved by the board		Action: To approve painting		
3.1.2.3.3 New reporting		plan in next meeting		
3.1.2.3.3.1 Discussions around the new report and how this can be				
developed to the end of the year		Action: Caine and Alex to		
3.1.2.3.4 Community Survey: Caine is asking if any board member would		develop draft and share		
like to be involved (Alex is happy to help with this)		with the BOT		



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4. Assurance Effective Governance	Libby	
4.1 Governance schedule		
4.2 Board Assurance Statement and Self-Audit Checklist		terrested 1
4.3 <u>Policy review</u>		(#a ha 100)
4.3.1 Caine reports about his review of policies (Emergency		recipilation and the pro-
preparedness to be added to assurance for each meeting) BC	Р	Action: Add BCP to agenda
to be developed		The related
4.4 <u>Health & Safety</u>		
5. Assurance Financial Performance	Caine &	
5.1 Financial statements Finance <u>Finance</u> Simo		
5.1.1 Delegations updated		Action: To seek clarification
5.1.2 Cash flow budget		about cash flow budget from AFS
		Action: Update the financial delegations
		MV Approve P & L and invoices May and June
		*
		Approve Auditors report
		Simon, Libby
5. Sub-Committee Reports-Back - Summaries to be prepared for future		
meetings		
6.1 <u>Property</u>	Caine	
6.1.1 Caine reports about property projects	Libby	
6.1.1.1 Roofing		
6.1.1.2 Sensory room funds		N P 1 1
6.1.1.3 Playground		
6.1.1.3.1 Sandpit (Matt)		Action: Quotes and designs
6.1.1.3.2 Playground repairs and replacement/additions (Luke from Playco)		to share as they come in
6.2 Fundraising update		7-1-1
6.3 L&C Day - Clark and Co confirmed platinum sponsor for 2025		The second secon
6.4 BOT Comms - Newsletter to talk about board elections		Action: Newsletter comms
6.5 BOT Election		re bot elections Libby
2025 Election Pilot Triennial Election Handbook-Ver 1.0.pdf		Te bot elections Libby
. Meeting Closure	Libby	
7.1 Summary of actions (including communications)	LINDY	
7.2 Items for Next Agenda		4 5 7 1
7.3 Review Forward Agenda		4
7.4 Comments on meeting procedures and outcomes		
7.5 Closing karakia		
C.C Marana		

Next Meeting 14th August 18.30

14.8.25.

Date

Presiding Member