

Board of Trustees Minutes of Meeting 20th Feb 2025

Meeting Details		
Date & Time	Thursday 20th February 2025, 6.30 – 8.30pm	
Attendees	Caine Webster (Principal), Libby Tuite (Presiding Member), Simon Jones (Finance), Alexandra Modlik, Matthew Pervan, Manuela Hodgson (Secretary), Kate Excell (Staff Rep)	
Apologies		
Meeting Agenda		
Item & Link to Papers	Led By	Action
1. Intro and Admin	Caine	
1.1 Welcome / Karakia		
1.2 Present / Apologies	Caine	MV Libby elected as the presiding member. Alex stepping up as a deputy.
1.3 Appointing Presiding member		
Libby explains the role of the presiding member. Suggestion to elect a deputy, so someone can take over when she leaves in September.		
Nominations: Libby, deputy Alexandra		
1.4 Welcome		
1.5 Declaration of Interests		
1.6 Confirmation of Agenda		Action to share BOT code of conduct
1.7 Confirmation of previous minutes Action Points / Matters Arising from Previous Meetings – exception reporting only		MV Simon, Matt
BOT Minutes 5th December 2024.docx		
2. Correspondence	Libby	Action:
2.1 Board / School correspondence		8th April, Alex will come and meet parents
2.2 Email from Maddy Bain re new entrant visits		Code of conduct to send out
2.3 Whānau/Community Code of Conduct		Action: Libby to pass on email with details to Alex.
This should be sent out to new enrolments, paper copies and BOT comms		
2.4 Message from Alex regarding Land purchase		
3. Performance Strategic Direction	Caine	
3.1 Principal's Report		
3.1.1 Nature school re-visit		Action: Caine and one board member (Alex) to visit and look at their health and safety procedures. Report back at next meeting.
3.1.2 Eryn Street applying for lwop 3 weeks.		MV Approve the application Eryn Street Leave without pay of last two weeks of term 2 and first week of term 3 Libby, Alex
3.1.3 El Rancho camp		MV Accept the proposal for El Rancho camp and risk assessment provided Alex, Simon
All RAMS completed.		MV Principals report accepted, Matt and Simon

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<p>4. Assurance Effective Governance</p> <p>4.1 Governance schedule</p> <p>4.2 Policy review</p>	<p>Libby</p>	<p>Action: In Governance schedule Explain the cultural competencies</p> <p>Add BOT handover/induction</p> <p>Understanding school community (March Meeting)</p> <p>Actions: BOT to review School docs by next meeting and discuss how to share and inform staff and community</p>
<p>5. Assurance Financial Performance</p> <p>5.1 Financial statements Finance Finance</p> <p>5.2 Draft 2025 budget Pauatahanui School - 2025 School Budget</p> <p>5.3 School donation Donations letter 2025</p>	<p>Caine & Simon</p>	<p>MV Accept financials P&L Dec 2024, Simon, Matt</p> <p>MV Approve budget 2025 Matt, Simon</p> <p>MV To keep donations same as in 2024 and send letter, Matt, Alex</p>
<p>6. Sub-Committee Reports-Back - Summaries to be prepared for future meetings</p> <p>6.1 Review of these and allocation of responsibilities</p> <p>6.2 Property: Matt Finance: Simon Communication/Community liaison: Fundraising: Alex represents BOT on the fundraising committee</p> <p>6.3 Property</p> <p>6.4 Fundraising update -</p> <p>6.5 L&C Day - Discuss and Schedule consultation evening</p> <p>6.5.1 Combine "Meet the Board" with L&C Day consultation, Strategic Plan, Monday 3rd March 6.30 - 8.00</p> <p>6.6 Meet the board of trustees:</p> <p>6.7 Strategic plan: An opportunity to discuss Lamb & calf day moving forward More information coming next week. Save the date! Nibbles and drinks. Take photos at the night and report in newsletter.</p>	<p>Caine Libby</p>	<p>Action: Investigate playground designs/quotes, turf, sandpit - Caine</p> <p>Action: Libby to write first BOT comms, column to appear in every newsletter</p> <p>Co-opting additional BOT member, discussions next Meeting</p> <p>MV Lamb & Calf Day moved to second Saturday in November (8th)</p> <p>Action: Send out invitation Friday 21st</p>
<p>7. Meeting Closure</p>	<p>Libby</p>	

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7.1 Summary of actions (including communications)	
7.2 Items for Next Agenda	
7.3 Review Forward Agenda	
7.4 Next meeting Wednesday 26th March	
7.5 Comments on meeting procedures and outcomes	
7.6 Closing karakia	

en Actions

Actions	Who	Status
<p>Principals delegations: Organise a meeting to draft a delegations document. Up to that point and update of enrolment scheme all out of zone enrolments have to be accepted by the board.</p> <p>Link to financial delegations doc</p> <p>W Schedule of Delegations 2024.docx</p>	Libby and subteam	
To discuss Schooled online election platform meeting 2 2025	BOT	Meeting 2 2025
To share the BOT code of conduct	Caine	PDF Code-of-Conduct-for-State-Sc...
New entrance visits: BOT member to be present	Alex	scheduled for 8th April
Landpurchase: Libby to pass on email with details to Alex.	Libby	
Nature School: Caine and one board member (Alex) to visit and look at their health and safety procedures. Report back at next meeting.	Caine, Alex	Caine will briefly report about this
<p>Governance schedule:</p> <ul style="list-style-type: none"> - Explain the cultural competencies - Add BOT handover/induction - Understanding school community (March Meeting) - BOT to review School docs by next meeting and discuss how to share and inform staff and community 	BOT	



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Playground design and finance	Caine, Matt	Caine will report
BOT Comms	Libby	ongoing in every newsletter
Co-opting additional board member	BOT	March Meeting

26/3/25

Date

Presiding Member