

Board of Trustees Meeting
11 February 2025
7.15pm

Present: Celia Tymons, Aaron Henderson, Amanda Fallow-Pender, Sarah Rickard, Meredith Devonald, Hannah Mazey, Kate Brunner (Minute Secretary)

Apologies: Jason Clemens for lateness.

The meeting commenced after the Opening Karakia.

Welcome: Celia welcomed everyone to the first meeting of the year.

Meredith Devonald then took over to call for nominations for Presiding Member. Celia Tymons nominated Amanda Fallow-Pender. There were no further nominations. Amanda was declared Presiding Member until this year's Board elections. Celia was thanked for her role as Presiding Member and will support Amanda with the change-over. Amanda Fallow-Pender took over the role of Presiding Member.

Declaration of Interest: None.

Delegation Register

The Delegation Register was reviewed.

Aline Reed and Emily Mitchell from the PTA will be added to the Playground Committee.

A Review of the BOT Governance in School Docs is to take place at the next meeting. The Delegations document will be printed off from School Docs, updated and uploaded. Celia will share with Amanda Policy related information while carrying out a general handover.

A Presiding Member email is to be set up for Amanda. NZSTA, MOE and Kahui Ako are to be informed of the change of Presiding Member. At present Celia and Meredith are authorized to request changes in School Docs. Celia will be removed and Amanda added.

Jason Clemens joined the meeting 7.28pm.

Principal's Report

Our current roll stands at 265. We expect 27 New Entrants during the year.

We are staffed on a roll of 300. 18.31 FTTE. and 17 Units.

We have one attached Teacher and Kahui Ako within school lead.

Our Banked staffing: we are underusing our staffing at present and hope to reduce the overuse before the end of March.

We have 5 classes in Pikopiko, 3 in Kōwhai and 4 in Rimu.

Professional Learning this year will be Structured Maths, Structured Literacy (both school led), PB4L (MOE funded) and Kahui Ako initiatives.

The whole school assessment is currently being assessed using Dibels.

Tracking of Cohorts 2024, Statement of Variance 2024 and 2025 annual Plan have been completed.

Property

In the holidays we received a quote for repairing the school library rotting boards. When NZ Build started work it was found to be worse than initially thought. A new quote was requested and NZ Build were given to go ahead for the work to proceed.

The roll growth classrooms – expected delivery date is the end of February.

The Ministry has allocated us \$25,000 incl GST for blinds, fixtures and fittings.

Desks and chairs from Rimu will be moved into these rooms and new furniture for the refurbished Block 8 will be purchased.

We understand the Ministry will project manage this refurbishment.

Block 8 & 10 may come under 5YA & Cyclic Maintenance and we may not have to use our funds.

Cyclic Maintenance – Pikopiko exterior and interior are due to be painted. Meredith will arrange for quotes for this work.

Ken, our caretaker has been working well around the grounds. Once the refurbished buildings are completed, we will look to see if anything needs doing around them. Eventually Meredith would like to invest some money in landscaping and signage.

Finance

Nothing to report at this time apart from the comments regarding our Banked staffing earlier.

Moved Amanda Fallow-Pender, seconded Hannah Mazey that the Principal's report be accepted. Carried.

Amanda moved The Board move into Public Excluded Business, seconded Jason Clemens.

The Board of Trustees Public Meeting closed 7.52pm.

The Board of Trustees Public Meeting resumed 8.32pm.

Board Work Schedule: see 2025 work plan.

The next Board meeting will include a walk around school.

Co-opting Process

Celia outlined the process when co-opting members onto the Board. The last time members were co-opted, three members were brought onto the Board. These members stood for the election and as there were only 5 nominations, all 5 were elected without voting having to take place.

The Board can advertise and ask for expressions of interest. The Board can also co-opt for particular skills. Interviews can take place if needed. Board members can shoulder tap potential prospects. Any one co-opted to the Board would ideally stand for election later this

year. We have two Board members who have indicated they would not be standing for re-election.

Celia will share the documents used last time when co-opting with Board members.

The Board has elected to move into split elections. Initially the elections would be for 3 members for 3 years and 2 members for 18 Months. Nominees would have to indicate which they would be standing for (could be both). This election would set things up for the future elections.

Moved Aaron Henderson, seconded Jason Clemens that we co-opt two members until the Board elections. Carried.

Moved Celia Tymons, seconded Meredith Devonald that we change the structure of the Board elections to split mid-term to ensure continuity of the Board of Trustees going forward. Carried.

A Returning Officer is to be elected and then they can take over the process.

Action point:

Celia will look out the documentation and share with the Board. Amanda will ask for Board approval before taking this to Kate and Meredith for publishing.

There will be a separate meeting for the discussion of applicants.

Enrolment Policy

Amanda has sent Celia a document to be appended with our enrolment documents for parents/caregivers to sign when enrolling their child/ren. This will be brought to the Board for any changes/approval.

The final document will be given to Ed Trotter to look at as well.

Whanau Hui: in May

Meredith has just appointed one of our teachers to the Cultural Awareness position. She will pass this to her.

Community Consultation

Our Strategic Plan ends in 2025. The expectation is we will prepare another one. Meredith will start working on this and has noted the Ministry may also have one to share.

Policies

Celia will work with Amanda to show how to monitor and review our policies.

Correspondence

We have received some extra money to be added to our 5YA funds.

Administration Matters

The minutes from the previous meeting have been approved electronically and ratified.

Gifting of our library to the Ministry of Education.

This is to be added to the next agenda.

Aaron Henderson has offered to write the next newsletter from the Board and will try and have this for this week's school newsletter.

The meeting ended with the Closing Karakia at 9.17pm.

Signed:

Date: