

# Board of Trustees Meeting Minutes 5th Dec 2024

| Meeting Details  |   |   |
|--|---|---|
| Date & Time  | Thursday 5th December 2024, 6.30 – 8.30pm   |   |
| Attendees  | Caine Webster (Principal), Libby Tuite (Presiding Member), Simon Jones (Finance), Alexandra Modlik, Matthew Pervan, Manuela Hodgson (Secretary) |   |
| Apologies  | Kate Excell (Staff Rep)   |   |
| Meeting Agenda   |   |   |
| Item & Link to Papers  | Led By  | Action  |
| 1. Intro and Admin   | Libby   | Caine to share code of conduct and decide how to share it to the community<br>MV Accept minutes Simon, Caine  |
| 1.1 Welcome / Karakia  |   |   |
| 1.2 Present / Apologies  | Caine   |   |
| 1.3 Welcome of new elected board members   |   |   |
| 1.4 Declaration of Interests   |   |   |
| 1.4.1 Board Code of Conduct  |   |   |
| 1.5 Confirmation of Agenda   |   |   |
| 1.6 Confirmation of previous minutes Action Points / Matters Arising from Previous Meetings – exception reporting only   |   |   |
| 2. Correspondence  | Libby   | Action: To discuss Schooled online election platform meeting 2 2025   |
| 2.1 Board / School correspondence  |   |   |
| 2.1.1 Advertising from “Schooled” for online handling of 2025 BOT elections  |   |   |
| 2.2 Education Gazette  |   |   |
| 3. Performance   Strategic Direction   | Caine   | MV: Approve the plan to go to El Rancho camp in principal depending on Rams procedure being completed before the event: Matt, Simon<br><br>Action: 2025 calendar plan - a meet the board for teachers but also for the community meeting<br>MV: Accept the principal's report:<br><br><br><br><br><br><br><br><br><br>Action: Alex to approach Ngati toa about a cadetship<br>Matt to look into business mentorship |
| 3.1 <a href="#">Principal's Report</a>   |   |   |
| 3.1.1 Caine explained class structure and staffing for 2025  |   |   |
| 3.1.2 Discussion and explanation of attendance   |   |   |
| 3.1.3 2025 Raukawa camp proposal at El Rancho  |   |   |
| 3.1.3.1 Libby explains the process of approval the camp in principal depending on the Rams provided by the teacher and El Rancho.                                  |   |   |
| 3.1.3.2 Caine talks through the strategic goals looking back over the last year and planning for 2025  |   |   |
| 3.2 <a href="#">End of year student achievement data</a>   |   |   |
| 3.2.1 Caine explains end of year achievement data and the changes that are to be expected in the future with the new curriculum.                                   |   |   |
| 3.3 Principal appraisal:   |   |   |
| 3.3.1 <a href="#">Caine's Professional Growth Cycle (PGC)</a>  |   |   |
| 3.3.2 <a href="#">Professional Growth Cycle Overview and Information for Bo</a>  |   |   |
| 3.3.3 <a href="#">Endorsement letter</a>   |   |   |
| 3.3.3.1 An external appraiser is not required anymore, so the board needs to decide if they would like to engage an external appraiser, mentor, coach or a hybrid. |   |   |



# Board of Trustees Meeting Minutes 5th Dec 2024

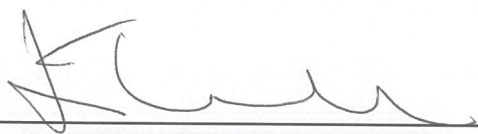
|   |                |  |
|---|----------------|--|
| 4. Assurance   Effective Governance<br>4.1 <a href="#">Governance schedule</a><br>4.2 Policy review<br>4.2.1 Caine has reviewed the term 4 policies and explains how Schooldocs works as a platform   | Libby          |  |
| 5. Assurance   Financial Performance<br>5.1 Financial statements Finance<br><a href="#">Finance</a><br>Simon explains what to look for in the P&L and monthly invoices.<br>5.2 Draft 2025 budget<br><a href="https://docs.google.com/spreadsheets/d/13Y24zTg0bWk_E6o7Z2wW2ggu8GHUf5pt7jv7wS4X6w/edit?usp=sharing">https://docs.google.com/spreadsheets/d/13Y24zTg0bWk_E6o7Z2wW2ggu8GHUf5pt7jv7wS4X6w/edit?usp=sharing</a> | Caine & Simon  | MV: Approve October P&L and Invoices: Simon and Caine  |
| 6. Sub-Committee Reports-Back - Summaries to be prepared for future meetings<br>6.1 <a href="#">Property</a><br>Caine explains how school property funding works and what is in our 5-year plan.<br>6.2 Fundraising update<br>6.3 L&C Day<br>6.3.1 Libby reports about the succession plan for L&C  | Caine<br>Libby | Action: Caine to share the 10-year property plan with BOT.<br><br>Action: The BOT to discuss fundraising for 2025, define responsibilities for the committee (First Meeting)<br>Caine to share his wishlist with BOT |
| 7. Meeting Closure<br>7.1 Summary of actions (including communications)<br>7.2 Items for Next Agenda<br>7.3 Review Forward Agenda<br>7.4 Comments on meeting procedures and outcomes<br>7.5 Closing karakia   | Libby          |  |

## Open Actions

| Actions  | Who               | Status                     |
|--|-------------------|----------------------------|
| To work out a schedule for board assurance   | Caine/Libby       | Needs to be an agenda item |
| 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.<br>Link to financial delegations doc<br><a href="#">Schedule of Delegations 2024.docx</a> | Libby and subteam |                            |

## Board of Trustees Meeting Minutes 5th Dec 2024

|  |              |                                     |
|--|--------------|-------------------------------------|
| To create a Community Connection Role on the board and discuss how we can build on this  | Caine        | Wait till after by-election         |
| Fundraising<br>- Caine to email a doc to share ideas fundraising priorities to the board, add to the community in our engagement survey and gather ideas from our student leadership group | Caine        | Done<br><a href="#">Fundraising</a> |
| To share code of conduct for parents and decide how to share it to the community   | Caine        |                                     |
| To discuss Schooled online election platform meeting 2 2025  | BOT          | Meeting 2 2025                      |
| 2025 calendar plan - a meet the board for teachers but also for the community meeting  | Caine        | Family picnic done                  |
| <ul style="list-style-type: none"> <li>- To approach Ngati toa about a cadetship (Alex)</li> <li>- To look into business mentorship (Matt)</li> </ul>                                      | Alex<br>Matt |                                     |
| To share the 10-year property plan with BOT.   | Caine        |                                     |
| The BOT to discuss fundraising for 2025, define responsibilities for the committee (First Meeting)   | Caine<br>BOT | in the agenda                       |



Libby Tuite

Presiding Member

20/2/25

Date