

**Minutes of Somerfield Te Kura Wairepo
Board of Trustees Meeting**

25 March 2025

6.30 pm

Present: Meagan Kelly, Stephanie Muller, Nicky Horne, Cameron MacPherson, Julie Bassett, Kellie Englefield, Lucy Green, Tim McIntosh and Elizabeth Eastmure, Hayley Knowles, Fritha McCrimmon and Emily Roos

Apologies: Lucy Green and Tony Steffens

Speaking Rights: All that are attending

Late: None

Conflict of Interest: None

Motion: That all present have speaking rights.

Moved: Stephanie Muller

Carried

Motion: The minutes of the February 2025 meeting were read and approved as true and correct.

Moved: Stephanie Muller

Carried

Motion omitted –

Motion: The donation amount for 2025 is to be kept at \$250 per student.

Moved: Meagan Kelly

Seconded: All Bot members by email

Carried

Motion: Moved that the above administration matters are accepted.

Moved: Stephanie Muller

Carried

Strategic Decisions

Board Work Plan for 2025

- Board Work Plan finalised and shared (Living document)

Presentation: Natasha Todd's presented on "Advancing Pasifika Educational Success"

Principal's Report:

Report in folder

Motion: That the Principal's report be accepted as read.

Moved: Meagan Kelly

Seconded:

Carried

Property/Health & Safety:

- Minutes in folder
- Health & Safety incident report in folder
- Cameron to meet with Meagan to discuss 5YA
- Fencing around staff room discussed
- Railings in front of staff room discussed
- Homework Club after school proposal discussed – trailing for 1 term. Details to be finalised – paid hire agreement

Finance:

- Report in folder

Motion: That the February 2025 accounts to be accepted by the Board as true and correct.

Moved: Stephanie Muller

Carried

Motion: The Board of Trustees approve up to \$4,000 for 4 televisions.

Moved: Stephanie Muller

Carried

Strategic discussion:

- Coalition of the Willing – 1st May 2025. Tim McIntosh and Elizabeth Eastmure to attend
- ICT Plan for 2025-2027 – Meagan to meet with Daniel before next meeting

Policy:

- Police vetting audit to be carried out
- Incident Management Training to be organised
- Health & safety review –updated - digital incidents are recorded in our Student Management system
- Meagan has assured BoT of Term 1 policies

Comms:

- Add to the newsletter re: Board Chairperson changes

BoT Meeting – 6.30pm

17 June

29 July

2 September

21 October

25 November

Mihi Whakatau Dates:

26 May

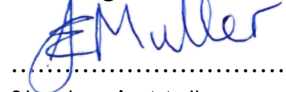
14 July

18 August

6 October

10 November

Meeting closed at 8.30 pm



.....
Stephanie Muller

Chairperson

20 May 2025