

Board of Trustees Meeting Minutes 26th March 2025

Meeting Details		
Date & Time	Wednesday 26th March 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	Libby	
1.1 Welcome / Karakia		
1.2 Present / Apologies	Caine	
1.3 Welcome		
1.4 Declaration of Interests		
1.5 Confirmation of Agenda		
1.6 Confirmation of previous minutes Action Points / Matters Arising from Previous Meetings – exception reporting only BOT Meeting Minutes 20th February.docx		
2. Correspondence	Libby	
2.1 Board / School correspondence		
2.2 Email thanking the board for the community code of conduct		
3. Performance Strategic Direction	Caine	
3.1 Principal's Report		
3.1.1 Attendance: Discussions around plan to communicate with parents		
3.1.2 Principal Wellbeing fund 2024: Attended Conference in Waitangi about Maori achievement, Flights, accommodation, rental car, 2 x professional learning groups		
3.1.3 Caine reports about his Professional Learning group study tour		
3.2 2025 Annual Implementation Plan		
		MV: Board accepted spending of the \$6000 in 2024 on the mentioned activities: Libby, Kate
4. Assurance Effective Governance	Libby	
4.1 Governance schedule		
4.2 Policy review		
4.2.1 Separate meeting invite		
4.3 Health & Safety		
4.3.1 Caine reports about incidents		
4.4 BOT Co-opting additional member - discussion and the board agreed due to the short time frame before the elections not to co-opt and additional member		
		MV: No co-opting an additional board member: Matt, Alex
4.5 BOT 2025 elections - discussion around online elections		
		MV: Sept elections online through Schooled and appointing Schooled as the Returning Officer for 2025 Libby and Alex
5. Assurance Financial Performance	Caine & Simon	
5.1 Financial statements Finance Finance		
		MV: Accept Feb Finances, Invoices and P+L Simon, Alex
6. Sub-Committee Reports-Back - Summaries to be prepared for future meetings		

Board of Trustees Meeting Minutes 26th March 2025

6.1 Property 6.2 Fundraising update 6.2.1 Caine reports about the meeting with Anita Geeves and Mandy Spharler Lamb & Calf day fundraiser, profit and plans for spending 6.3 L&C Day - Comms regarding profit spending 6.4 BOT Comms -	Caine Libby	Action: Alex to draft comms to the community around finance, spending
7. Meeting Closure 7.1 Summary of actions (including communications) 7.2 Items for Next Agenda 7.3 Review Forward Agenda 7.4 Comments on meeting procedures and outcomes 7.5 Closing karakia	Libby	

Open Actions

Actions	Who	Status
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. Link to financial delegations doc Schedule of Delegations 2024.docx	Libby and subteam	
Land Purchase: 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
Governance schedule: <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	
Playground design and finance	Caine, Matt	Caine will report
BOT Comms	Libby/Alex	ongoing in every newsletter

Board of Trustees Meeting Minutes 26th March 2025

- next issue about fundraising budgeting/income and spending with the playground as the big idea		
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15.5.25



Date

Presiding Member

