

Board of Trustees Meeting Minutes 15th May 2025

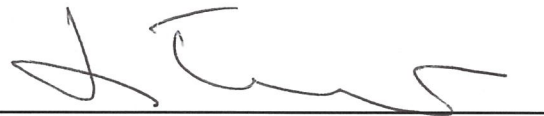
Meeting Details		
Date & Time	Wednesday 15th May 2025, 7.00 – 9.00pm	
Attendees	Caine Webster (Principal), Libby Tuite (Presiding Member), Simon Jones (Finance), Alexandra Modlik (Communication), Matthew Pervan (Property), Manuela Hodgson (Secretary), Kate Excell (Staff Rep)	
Apologies		
Meeting Agenda		
Item & Link to Papers	Led By	Action
1. Intro and Admin	Libby	MOV: Accept minutes: Kate, Matt
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 26th March.docx		
2. Correspondence	Libby	
2.1 Board / School correspondence		
2.2 Email re living wage		
2.3 Response from parent		
2.3.1 The board went into Committee to discuss		
3. Performance Strategic Direction	Caine	MOV: to securely destruct files listed Alex, Kate
3.1 Principal report May 2025		
3.1.1 Caine reports about enrolments		
3.1.2 Caine reports about attendance numbers and new actions (STAR)		
3.1.3 Caine reports about goal setting since the new government announcements around new reporting standards.		
3.2 Archive - document destruction List of documents for destruction May 2025		
4. Assurance Effective Governance	Libby	Action: Caine and Matt to go through policies and report back Action: Caine to contact Whetu and discuss what role schools has as an emergency hub Action: BOT to read ERO checklist 1 and 2 and report back to discuss in next meeting Action: Caine to get proof that one hour a day is understood and taught by staff Action: Caine to find out what teachers would like
4.1 Governance schedule		
4.1.1 Policies to check: emergency procedures		
4.1.2 Curriculum refresh		
4.1.3 Proof to assure an hour a day is understood and taught		
4.2 Board Assurance Statement and Self-Audit Checklist		
4.2.1 Checklist 1 and 2		
4.3 Health & Safety		
- Two broken arms recently but no common pattern or dangers identified		

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		from the board as term 2 treat
5. Assurance Financial Performance	Caine & Simon	MOV: Accepting March and April invoices and P+L: Alex and Kate
5.1 Financial statements Finance Finance		
6. Sub-Committee Reports-Back - Summaries to be prepared for future meetings		Action: Preschool licence of occupations - Caine/Libby Action: Fire evacuation scheme to be done - Caine/Matt
6.1 Property	Caine	
6.1.1 Caine and Matt have been talking about playground and what addition we could easily achieve (brick wall and sand pit)	Libby	
6.2 Fundraising update		
6.3 L&C Day - Comms regarding profit spending		
6.3.1 Libby updates about Lamb & Calf Day actions		
6.3.2 Positive feedback about the flier		
6.4 BOT Comms - aiming for week 5		
6.4.1 Government announcements, budget		
6.4.2 Asking for help and skills in the community to help with design and build of playground		
6.5 Meeting with New Entrance Parents		
6.5.1 Alex reports about the regular meetings with New Entrance parents		
7. Meeting Closure	Libby	Include in next meeting: - BOT Elections
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		

Next Meeting 19th June 18.30

31.7.25



Date

Presiding Member