

## Minutes of a Meeting of the Board of Trustees

21 February 2022 6.00pm

Zoom Meeting

### MINUTES

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1	Janine welcomed everyone back after the holiday break.	
	1.2	Apologies - Andrew Bason	
6.05pm-6.15pm	2.0	<b>Election of Chair and Officers</b>	
	2.1	<b>2021 Election of Chair and Officers</b> <b>The following nominations were received:</b> <b>Chair - Nick Mackeson-Smith</b> <b>Deputy Chair - Anthony Fong</b> <b>Treasurer - Vijay Patel</b>  <b>MOTION:</b> <b>That the nominations for Chair, Deputy Chair and Treasurer be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Sanjeev Deva</b> <b>MOTION: Agreed</b>	<b>Motions:</b> Election of officeholders
	2.2	<b>Election of Committees:</b> Committees representatives were discussed and nominated to give distribution across all committees:  - Finance / Property Committee Vijay, Sarah, Janine, Anne-Marie  - Health and Safety Committee Sanjeev, Nick Mackeson-Smith, Janine Irvine  - Personnel Committee Nick Mackeson-Smith, Janine Irvine  - Community Committee No nominations TBC as required dependent upon community consultation required.  - Policy Committee - remove the committee Any specific policy can be covered by the relevant committees. Any general policies will go to the full board on an as required basis.	

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		<p>- Family and Friends Committee Sub-committee of the Board - important to get the new committee set up well. Board member, Principal and AP attend regularly with a teacher representatives. Anne Patel</p> <p>- Student Discipline Committee Nick, Janine</p> <p>- Centenary Committee Not required. Booklet is still being compiled.</p> <p>For more information on officeholder roles and responsibilities click the link below. <a href="#">BOT Induction Handbook - this document provides guidelines for officeholder for your information</a></p> <p>Outgoing officeholders were thanked for their diligence and input over the past years. 2022 will have a new BOT election later in the year in September. A Returning Office will need to be arranged.</p> <p><b>Motion</b> <b>That Officeholders be accepted</b> <b>Moved: Vijay Patel, Anne- Marie Shepherd</b> <b>MOTION: Agreed</b></p>	
<b>6.15pm-6.30pm</b>	<b>3.0</b>	<b>Administration</b>	
Newly Elected Chair	<p>3.1</p> <p>3.2 &amp; 3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>Welcome from the Chair</p> <p>The meeting started with a Mihi and Karakia from the Chair</p> <p>Declaration of Conflict of Interest - none</p> <p>Associate Principals to be given speaking rights. <b>Motion:</b> <b>That the Associate Principal's be given speaking rights.</b> <b>Moved: Janine, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><b>Adoption of previous meetings Minutes</b> 3.4.1 November 2021 3.4.2 December 2021</p>	<b>BOT Mihi / Karakia</b>

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		<p><b>Motion</b> <b>That the minutes of meeting for November and December 2021 be accepted.</b> <b>Moved: Sarah, Seconded: Sanjeev</b> <b>MOTION: Agreed</b></p> <p><u>BOT 2022 Meeting Dates</u> It was agreed that the Board meetings for 2022 be accepted. Note that meetings should not be held on week 1 of a term. Nick - not available in August April meeting date to change to Week 2.</p>	Janet to update
	<b>4.</b>	<b>Correspondence</b>	
Chair	<p>4.1</p> <p>4.2</p>	<p><u>Inwards</u> <a href="#">SchoolDocs - Advisory Covid Update</a> <a href="#">Lakewood Lodge Pandemic Policy</a> <a href="#">NZSTA Governance Support Resources</a> The Finance Committee discussed this resource.</p> <p>Any funds coming into the PTA Account are classified as Ministry funds. Funding Request must be handled appropriately Decisions on funding requests must be presented and discussed at a meeting and not approved outside a meeting. Expenditure of funds raised by the committee will be made in conjunction with the board. Beneficial to arrange a meeting prior to their first meeting to ensure that processes are passed on to new interested parents. It is important to ensure that everyone is aware of processes. Provide documentation to refresh processes.</p> <p><u>Outwards</u> <a href="#">Proposed Letter to Parents - Y5/6 Camps Permission</a> <b>Letter is accepted to be sent to parents.</b></p> <p><b>Motion:</b> <b>That the 2022 Year 5 and 6 Camps go ahead according to legislation and procedures.</b> <b>Moved:</b> <b>MOTION: Agreed</b></p> <p><b>MOTION:</b> <b>That the Inwards correspondence be accepted and the Outwards Correspondence be ratified.</b></p>	<p><b>Motion:</b> Adopt inwards and ratify outwards correspondence</p> <p>Janet to pull this document out - give copy to Anne</p>

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		<b>MOTION: Agreed</b>	
	<b>5.</b>	<b>Monitoring: Annual Plan</b>	
Principal (Janine Irvine)	5.1	<u><a href="#">Principal's Report</a></u> - Janine Irvine - Principal The Principal's report was distributed prior to the meeting.	
	5.1.1	<u>BOT Strategic Plan</u> <b>Moved: Janine Irvine,</b> <b>Seconded: Nick-Mackeson-Smith</b> <b>That the content of the 2022 - 2025 Strategic Plan be accepted.</b> <b>MOTION: Agreed</b>  It was noted that a graphic designer is currently putting together an official version. This will be distributed to the trustees, please give quick comments if there should be anything changed. Small turnaround to get this to the Ministry.	
	5.1.2	<u>Charter, Analysis of Variance, Targets and Milestones, and Annual Plan</u>  <b>MOTION:</b> <b>That the Annual Plan be accepted.</b> <b>Moved: Janine Irvine, Seconded: Anne-Marie Shepherd</b> <b>MOTION: Agreed</b>  Digital Fluency - Shanthan has a team of teachers that are back filling concepts across the school and developing different aspects of the DT curriculum.  <b>MOTION:</b> <b>That the Charter, Analysis of Variance and Targets and Milestones be accepted.</b> <b>Moved: Janine Irvine, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b>  Good to see that the numbers were pleasantly positive for achievement - a credit to the teachers. It was expected that there may have been a slide.	
	5.1.3	Māori Success Plan Still in progress - some points are being updated. More clarity on the mechanics - annually. Some challenges contact iwis and different Maori groups	Janine and Anne-Marie to discuss further with Raupo

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		<p>within the school.</p> <p>Developing a solid understanding of the whanau that we have - specific goal to fully understand</p> <p>Te Ako Hui - open to all board trustees if you would like to attend - looking at this area of how the Board can support the school</p> <p>5.1.4 Discussion Document - International Students</p> <p>Media coverage in newspaper today outlining that Principals are not happy with the proposal of abolishing Primary school international students.</p> <p>Protest support from the Board Chair as a parent and encourages the support for a protest on behalf of the Board as well.</p> <p>Any individual submissions are also encouraged from any trustee wanting to support this protest</p> <p>5.1.5 <u>Delegation Schedule 2022</u></p> <p><b>MOTION:</b> <b>That the Delegations Schedule be accepted.</b> <b>Moved: Janine Irvine, Seconded: Vijay Patel</b> <b>MOTION: Agreed</b></p> <p><b>MOTION:</b> <b>That the Principal Report be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Anne-Marie Shepherd</b></p>	
Treasurer (Sarah Sutcliffe)	<p>5.2</p> <p>5.2.1</p>	<p><u>Sub- Committee Reports:</u></p> <p><u>Finance / Property Committee</u></p> <p>Meeting held directly before BOT Meeting</p> <p>a. Property Report - 21 February 2022</p> <p>Block wall at the gate exit by the tennis club has fallen sideways. Shane to look at having an expert look at this.</p> <p>Lights on the Courts - \$5,000 could use fixed assets or go to the Friends and Family</p> <p>Hall Upgrade is now <b>essentially</b> complete - sadly this cannot be visited due to Red Level. Shane distributed some photos, funding where it came from and where it went.</p>	

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		<p>Rooms 1-4 Proposed Preliminary Drawings</p> <p>Refreshing these rooms into ILE's. Probably a end of year project over the Christmas holidays.</p> <p>Modernisation rather than a full rebuild. Is there an opportunity for a huge change. Cost and funding may be</p> <p>No change to the footprint.</p> <p>Amended building project plan</p> <p>Vijay to look at alternative IT that could be incorporated into any new rebuild.</p> <p>Also look at new modern lighting and ventilation options</p> <p>5YA - planned roofing replacement is underway.</p>	
	5.2.2	<p><a href="#">Property Vision</a> Accepted</p>	
	5.2.3	<p><a href="#">Preliminary Drawings</a></p>	
	5.2.4	<p>b. Financial Report from meeting held on 21 February 2022 (verbal)</p>	
	5.2.5	<p>c. Finance/Property Minutes and Action Register (no minutes / meeting held in December)</p>	
	5.2.6	<p>d. Financial Statements</p> <ul style="list-style-type: none"> <li>- For the month ending <u>November 2021</u></li> <li>- December Financial Statements deferred to next month to allow time for end of year adjustments to be made.</li> </ul> <p><b>MOTION:</b> <b>That the Financial Statements for the month of November 2021 with a deficit of (\$11,338) be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Vijay Patel</b> <b>MOTION: Agreed</b></p>	Strategise ways to market this - add to action register
	5.2.7	<p><b><u>Budget 2022</u></b> <b>MOTION:</b></p>	

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		<p><b>That the Draft Budget with a deficit of (\$67,224) be approved as a Final Budget with no changes. Moved: Sarah Sutcliffe, Seconded: Janine Irvine MOTION: Agreed</b></p>	
	5.2.9	<u>December accounts - deferred to next meeting</u>	
	5.2.10	<p><u>End of Financial Year - 31 December 2021</u> An error in the End of Year 2020 accounts has been picked up in the 2021 accounts and will roll over to the 2020 accounts with a Notes to the Accounts being put forward by the Auditors. This can as a result of coding to Fixed Assets, rather than redoing journal entries.</p> <p>END of year accounts are due to the Ministry at the end of May.</p> <p><u>School Donations</u> - methods for encouragement of payment - continue to campaign</p> <p><u>Health and Safety Committee</u> Health and Safety Meeting Dates were distributed prior to the meeting. These were accepted. The first H&amp;S meeting will be held by a Zoom meeting.</p> <p>There is currently one case of COVID in the school. This is being well managed.</p> <p><u>Personnel Committee</u> To be discussed In-Committee</p> <p><u>Community Committee</u></p> <p><u>Policy Committee</u> - Term 1 Review The following policies are up for review in Term 1. Feedback can be done through the school website. Health and Management  <ul style="list-style-type: none"> <li>- Safety Management System</li> <li>- Risk Management</li> <li>- Hazard Register and Audit</li> <li>- Health and Safety Induction</li> <li>- Visitors</li> </ul> Emergency, Disaster, and Crisis Management  <ul style="list-style-type: none"> <li>- Emergency Planning and Preparation</li> <li>- Emergency Management</li> <li>- Disaster Management</li> <li>- Crisis Management</li> <li>- COVID19 Information and Procedures</li> </ul> No concerns raised.</p>	

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		<p><u>Family and Friends Committee</u> A group of parents are starting to have discussions to put together a new committee.</p> <p><u>Student Discipline Committee</u> Nothing to report.</p>	
<b>Chair</b>	<b>6.</b>	<b>Strategic Discussions</b>	
	<p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Any further Items for Next Newsletter Ideas were collected for the next newsletter.</p> <p>Draft Work Plan 2022 Any recommended changes bring these to the meeting Check against SchoolDocs</p> <p>Board Elections have been pushed out to September</p> <p>Action Register Reviewed and updated.</p>	<b>Nick to send communications</b>
<b>Chair</b>	<b>7.</b>	<b>5. General Business</b>	
		Trustee blurbs - time for an update. If you want to change send this through to Dawn	
<b>Chair</b>	<b>8.</b>	<p><b>Self Review – against our role (as required)</b> <a href="#">Hautu - Self Review</a> Deferred to March meeting.</p>	
<b>Chair</b>	<b>9.</b>	<b>In-Committee Meeting: (as required)</b>	

The meeting closed with a Karakia

THE MEETING CLOSED AT 8.08 - to go in-committee