

## Minutes of a Meeting of the Board of Trustees

28 March 2023 6.00pm - 7.40pm

Held at 193 Green Lane West, Greenlane

Prior to the meeting starting, Nick advised the Board that Glenys Muir (Reading Recovery Teacher since 2018), had sadly passed away this morning. She will be sadly missed.

**Present:** Nick Mackeson-Smith, Janine Irvine, Michelle Nayagam, Emma Henderson, Vicki Brooke, Anne-Marie Shepherd, Vijay Patel, Anthony Fong

**Apologies:** Nil

**In Attendance:** Dawn Wood

**Scribe:** Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.08-6.10pm	2.0	<b>Welcome</b>	
Welcome / Nau mai haere mai (Chair)		Nick shared a Karakia and Mihimihi	
6.10-6.15pm	3.0	<b>Administration</b>	
Admin / Kaiwhakahaere (Chair)	3.1	<b>Declaration of Conflict of Interest</b> Nil	
	3.2	<b>Any changes to Agenda</b> <ul style="list-style-type: none"> <li>- additional inwards correspondence</li> <li>- outwards correspondence updated</li> <li>- Modification has been made to the Community Survey</li> </ul>	
	3.3	<b>Approval of Minutes held</b> <ul style="list-style-type: none"> <li>- February 2023 accepted</li> </ul>	
	3.4	<b>Moved:</b> <b><i>That the Minutes of Meeting held on 23 February 2023 be accepted.</i></b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b>	
		<b>Urgent Matters Arising From the Minutes</b> (all other non urgent matters are deferred to 6.3 Action Register)	

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6.15-6.30pm	4.0	Correspondence	
<b>Correspondence</b> <b>Nga reta reta</b> <b>(Chair)</b>	<p>4.1</p> <p>4.2</p>	<p><b>Inwards</b> (Available to read in Correspondence folder) Correspondence was taken as read.</p> <p>Nick presented the Inwards Correspondence.</p> <ul style="list-style-type: none"> <li>- Strike Action</li> <li>- BOT Communication to Community - Strike Action</li> <li>- NZSTA Regional Executive Elections <i>Nick called for any recommendation of whom to vote for. None recommended. Agreed not to vote.</i></li> <li>- NZSTA - Changes to How Teacher Aides are Funded</li> <li>- Consultation Document - Consultation on the review of how schools are resourced for teacher aides <i>The trustees held discussion on this new documentation. If any reservations, this is the prime opportunity to put your views forward. Nick and Janine to draft up a response.</i></li> <li>- He Pitopito Kōrero - Issue 156 - 28 March</li> </ul> <p><b>Outwards</b> Correspondence taken as read.</p> <p>Nick presented the outwards correspondence.</p> <ul style="list-style-type: none"> <li>- COL - Selection and Appointments Panel <i>Janine and Nick updated the meeting on this role that Janine has applied for. This is a role that she is already doing.</i></li> <li>- Letter to Parent - re - Air quality control in classes</li> </ul> <p><b>Motion:</b>  <b><i>That the Inwards Correspondence be accepted and the outwards Correspondence be ratified.</i></b>  <b>Moved: Nick Mackeson-Smith</b>  <b>MOTION: Agreed</b></p>	<p>Draft reply - Nick and Janine</p>
6.30-7.00pm	5.	Monitoring: Annual Plan	
<b>Principal's Report</b> <b>Te Ripoata a te</b> <b>Tumuaki (Principal)</b>	<p>5.1</p>	<p>The <a href="#">Principal's Report</a> and respective reports were distributed prior to the meeting (items as outlined in the agenda were taken as read)</p>	

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		<p><u>Camp Request for 2024</u> The board is supportive of a Year 5 and Year 6 camp for 2023.</p> <p><b>Motion:</b> <b><i>That the Board are in agreement that a Year 5 / Year 6 camp be approved for the 2024 year.</i></b> <b>Moved: Emma Henderson, Seconded: Vijay Patel</b> <b>MOTION: Agreed</b></p> <p>It had previously been discussed that the school partake in a Marae Visit on alternative years when not attending camp. Janine to discuss with Raupo. Additionally a cultural / arts experience.</p> <p>Items taken as read.</p> <ul style="list-style-type: none"> <li>• Incident on Way to School</li> <li>• Strike Update</li> <li>• Board Assurances</li> <li>• SchoolDocs - Internal Reviews               <ul style="list-style-type: none"> <li>- Concerns and Complaints</li> <li>- Raising Concerns</li> <li>- Making a Formal Complaint or Serious Allegation</li> </ul> </li> <li>• International Students               <ul style="list-style-type: none"> <li>- International Student Agent Fair</li> </ul> </li> </ul>	<p><b>Add to Action Register</b></p>
<p><b>Property Report</b></p>	<p>5.2</p>	<ul style="list-style-type: none"> <li>• Building Update</li> <li>• Updated Budget for ILE Refurbishment</li> <li>• Pool Changing Rooms Incident</li> <li>• Gate</li> <li>• Canopy Installation</li> </ul> <p>Discussions:</p> <p><u>Swimming Pool Update</u> The 2022/2023 season saw an outside service using the school pool to run swimming lessons in the school pool. The swim club have contacted Janine to consider joint venture / investment in the pool facility with the proviso that the pool be heated.</p> <p>The trustees were in agreement that this be looked into further. Janine and Shane Moser to follow-up and liaise with lawyers to come back with pro's and con's and running costs and bring these back to the next meeting.</p> <p>Remembering that the pool asset sits idle most of the year.</p>	<p>Joint venture pro's and con's - Janine and Shane to bring to next meeting</p>

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		<p><u>International Students</u> There is a Fair for agents being held later in the year as a marketing opportunity for our school which we will be attending.</p> <p><u>Physical Restraint Policy Update</u> It was identified that a new document had been received. Included for reading in the Board pack. Policies and procedures would be looked into.</p> <p><b>Motion:</b> <b><i>That the Principal's Report be accepted.</i></b> <b><i>Moved: Michelle Nayagam, Seconded: Janine Irvine</i></b> <b><i>MOTION: Agreed</i></b></p>	
<b>Finance Reports</b> (Documents in folders)	5.3	<p>Financial Statement for the month of February 2023</p> <p>\$170,000 for donations have already been received for the 2023 year. This is exceptional and thanks to go to the community for this amazing support.</p> <p><b>Motion:</b> <b><i>That the financial statements for the Monday of February with a surplus of \$82,552 be accepted.</i></b> <b><i>Moved: Janine Irvine, Seconded: Michelle Nayagam</i></b></p> <p>Building update - is on track with budget and completion. Notes - \$1,000 has been donated by a parent towards new readers. There will also be some offset of income in some codes that are running over budget.</p> <p><b><i>MOTION: Agreed</i></b></p>	
<b>Friends and Family</b>	5.4	<p>Minutes of Meeting held in February distributed prior to the meeting.</p> <p>Emma reported back - great turnout and very positive meeting.</p> <p>The Family Fun Fiesta will be held this weekend on 2 April.</p>	

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7.00-8.00pm	6.	Strategic Discussions	
(Chair)	6.1 6.2 6.3 6.4	<p>Any further Items for Next Newsletter</p> <ul style="list-style-type: none"> <li>- Fiesta, donations, safety around the school, thank the F&amp;F for contribution to shade canopy</li> <li>-</li> </ul> <p><u>Community Engagement Survey</u> Nick and Anne-Marie created a new survey to gather community voice on strategic focuses:-</p> <ul style="list-style-type: none"> <li>- Effective Teaching</li> <li>- Student Learning</li> <li>- Whānau / Community</li> <li>- Te Ao Māori</li> <li>- Wellbeing</li> </ul> <p>Updated WorkPlan 2023 was distributed prior to the meeting.</p> <p>Action Register</p> <ul style="list-style-type: none"> <li>- The Board reviewed and updated the register.</li> </ul>	Update register - surveys now ready to go to the community.
8.00-8.10pm	7.	5. General Business	
(Chair)		<p>Trustees Attendance / Hours Schedule Reminder - complete hours in schedule</p> <p><u>Whānau Hui</u> Anne-Marie updated the trustees on a positive meeting held earlier in the month. This was a great opportunity for our whānau to meet and build strong relationships and share ideas.</p> <p><u>Flu Vaccines</u> These are offered to all staff each year. Being arranged for Term 2.</p>	Janet to check in with Belinda.
Not required	8.	Self Review – against our role (as required) Hautu - Self Review To be held once per term (deferred to March 2023)	
(All Trustees)		<p>Hautu will be updated at the April Meeting.</p> <p>The meeting went in committee.</p>	

The meeting closed at 7.40pm