

**Minutes of a Meeting of the Board of Trustees**  
**8th August (July Meeting) 2023 6.00pm - 8.00pm**  
**Held at 193 Green Lane West, Greenlane**

**Present:** **Anthony Fong (Deputy Chair), Janine Irvine, Anne-Marie Shepherd, Vijay Patel, Vicki Brooke, and Emma Henderson**

**Apologies:** **Nick Mackeson-Smith, Michelle Nayagam**

**In Attendance:** **Dawn Wood**

**Scribe:** **Dawn Wood**

Time/Speaker	Ref	Detail	Motion/Action
<b>Attendees</b> <b>Te hunga i tae mai</b> <b>(Chair)</b>	1.1	<b>Attending</b> - Dawn Wood (Associate Principal - Senco). Dawn is also scribing as Janet is away.  <b>Apologies accepted.</b>  <b>Visitors in attendance noted</b> Shane Moser will be attending to support a proposal being submitted during the meeting.	
<b>6.03-6.05pm</b>	<b>2.0</b>	<b>Welcome</b>	
<b>Welcome /</b> <b>Nau mai haere mai</b> <b>(Chair)</b>	2.1	<b>Karakia</b> The board shared in a karakia.	
	2.2	<b>Mihimihi</b> Anthony shared a Mihimihi.	
<b>6.05-6.15pm</b>	<b>3.0</b>	<b>Administration</b>	
<b>Admin /</b> <b>Kaiwhakahaere</b> <b>(Chair)</b>	3.1	<b>Declaration of Conflict of Interest</b> No declarations recorded.	
	3.2	<b>Any changes to Agenda</b> There were no further changes to the agenda.	
	3.3	<b>Approval of Minutes held</b> - June 2023	
	3.4	Change to the Minutes - Vijay 2.2 Ant shared a MIHI -CHANGE from Nick  <b>Motion:</b> <b>That the Minutes of Meeting held on 20th June 2023 be accepted.</b> <b>Moved: Anthony Fong, Seconded: Emma Henderson</b> <b>MOTION: Agreed</b>	

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		<b>Urgent Matters Arising From the previous Minutes</b> (all other non urgent matters are deferred to 6.3 Action Register) Deferred to Action Register.	
<b>6.15-6.20pm</b>	<b>4.0</b>	<b>Correspondence</b>	
<b>Correspondence</b> <b>Nga reta reta</b> <b>(Chair)</b>	4.1          4.2	<b>Click here for the Correspondence Folder</b>  <b>Inwards</b> (Available to read in Correspondence folder) NZSTA - Code of Conduct  <u>Code of Conduct</u> This one is Law so doesn't need to be signed. agreed that our one is good to keep knowing that the law underpins ours  <b>Outwards</b> - Nil  <b>Moved:</b> <b><i>That the Inwards correspondence be ratified.</i></b> <b>Moved: Anthony Fong (Acting Presiding Member)</b> <b>MOTION: Agreed</b>	
<b>6.20-7.00pm</b>	<b>5.</b>	<b>Monitoring: Annual Plan</b>	
<b>Principal's Report</b> <b>Te Ripōata a te</b> <b>Tumuaki (Principal)</b>	5.1	The Principal's Report and respective reports were distributed prior to the meeting (taken as read)  <u>Items Covered</u> Parent Discussions Telephone Upgrade - new cloud based system has now been installed and working well.  <u>Attendance</u> SMS now displays more than 20-30% absence as well as late Children who have 5 days consecutively these need an action. So when they return from holiday they come off the list but stay in the history. Also keeping a record of those that arrive late each day.  <u>Policy Review</u> As per principal's report.  <u>Board Assurances provided</u> <ul style="list-style-type: none"> <li>- Searches, Surrender, and Retention of Property</li> <li>- Physical Restraint</li> <li>- Stand-down, Suspension, and Exclusion.</li> </ul>	

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		<p><u>International Students (12)</u> The income works like a trust and is only accessed after a term is completed. Pro rata. The money is not just used for staffing and ESOL classes. We are providing a service across the mainstream, not just ESOL classes.</p> <p><u>Data Discussion</u> Could the International Student money help raise the ESOL students who are below? Some money after what has been budgeted can be used for these students. When looking at small numbers 1 student can skew data. Our data always includes EVERY child. Data looks 2-6 and we can select teams, Year groups, Ethnicities to dig deeper however BOT receives this broader data. We don't want to identify specific students in this report. Intermediates are happy that our student data matches what they receive. Will we receive more Internationals? Possibly, however, most of our new ESOL students are in zone.</p> <p><b>Moved:</b> <b><i>That correlation between achievement and attendance - focus on this.</i></b> <b><i>Being on time is having a huge impact on learning</i></b> <b><i>Growing roll will mean that less out of Zone places will be offered so maybe some families that are coming for support will not find a space available.</i></b> <b>Moved: Vijay Patel, Seconded by Vicki Brooke</b> <b>Motion: Agreed</b></p>	Add to action register
<b>Property Report</b>	5.2	<p><u>Property Report</u></p> <p><u>Te Whare Ako / Rm 30</u> Te Whare Ako / Rm 30 was blessed at the recent Matariki ceremony by Matua Rudolph. Te Reo will begin there tomorrow.</p> <p>Installation of Carpet in Room 12 was deferred until the next holiday at the end of Term 3.</p> <p><u>Pool Heating Project</u> (Shane to present) Vicky complimented the report that was easy to read. Summer heating is fine with the current solar system working.</p> <p>New heat pumps will extend the season balancing out the solar system on days with less sun.</p>	

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		<p>First and foremost this is for our CPDS students and then for swim school partnership and community use.</p> <p>Swim School have said they would like to stay and need the pool heated to attract more customers. While they offered to pay half, we would recommend holding control by owning the system fully ourselves.</p> <p>Feedback over the holidays where families were happy having a manager there but would have liked to have more hours open.</p> <p>Pools are expensive to have which is why so many schools have scrapped them.</p> <p>Idea to add heat pumps to the changing rooms to avoid the walk back to the classroom freezing children.</p> <p>Suggestion to tag future fundraising for pool cover as final upgrade.</p> <p>Estimated a six year payback. Feedback from other schools is 100% positive.</p> <p>Leave the solar electricity proposal for another time. Extending our swim season by two more terms (double) Suggestion to swap timetables to alternate weeks to give Paul a change in programme. Teachers could use pool with class at other times.</p> <p>Well received by community to spend locally raised funds Pool needs to be painted and then these units can be installed in time for this year's swimming.</p> <p>Add Heat Pumps in Term 4 in fixed assets.</p> <p><b><i>In addition, adding a heat pump for each changing room that will only be turned on for Term 1.</i></b></p> <p><b><i>Moved:</i></b> <b><i>That the Board of Trustees invest in two heat pumps with a total cost of approximately \$75,000 be accepted. Using the Fiesta funds towards this.</i></b> <b><i>Moved: Janine Irvine, Seconded: Emma Henderson</i></b> <b><i>MOTION: Agreed</i></b></p>	
<b>Finance Reports</b> (Documents in folders)	5.3	<p>Audited Financial Report 2022 - Update The auditors have been asking questions and requesting further information. Ongoing.</p>	

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		<p>With the resignation of our school bursar, LaiHar Lim, CES now handles the school month by month checking and reporting. The transition has been very smooth and our account manager is very experienced. BOT loves the new format.</p> <p>Suggestion to add notes around figures that have background info "insurance claim pending to offset this "</p> <p><u>Financial Statements - June 2023</u> The Finance Report for the month of June was distributed prior to the meeting.</p> <p>5.3a - Finance Report - June 2023 5.3b - Finance Report Narrative - June 2023</p> <p><b>Motion:</b> <b><i>That the Finance Reports for June 2023 with a surplus of \$225,352 be accepted</i></b> <b>Moved: Vijay Patel, Seconded: Anthony Fong</b> <b>Motion: Agreed</b></p>	
<b>Friends and Family</b>	5.4	<p>Verbal feedback from Friends and Family Meeting held on 1 August. Due to a change in finance support the Friends and Family Financial Report will be distributed at the next meeting.</p> <p>Idea of creating a school Poncho as an option within our school uniform. Request Janet to explore adding this gaining samples and pricing to bring to the next meeting.(if possible)</p> <p>Friends and Family have offered to pay for the additional rail/side barrier/shield for the fitness trail so it can be used by Years 5/6 during break times.</p> <p>Kapa Haka uniforms also approved funding. Suggested funding a top up rather than 1 fund every 5 years .</p>	
		<p><b>Moved:</b> <b><i>Thank the Principal's Report be accepted</i></b> <b>Moved: Janine Irvine, Seconded: Vicki Brooke</b> <b>MOTION: Agreed</b></p>	

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<b>7.00-8.00pm</b>	<b>6.</b>	<b>Strategic Discussions</b>	
<i>(Chair)</i>	6.1	Any further Items for Next Newsletter Fiesta money going towards Pool Heat Pumps Thanks to the Maori Whanau for Matariki and Hangi. Both of these events were very successful. Renovations for Te Whare Ako Donations - contribution	
	6.2	Updated WorkPlan 2023	
	6.3	Action Register - updated	
<b>8.00-8.10pm</b>	<b>7.</b>	<b>5. General Business</b>	
<i>(Chair)</i>		Trustees Attendance / Hours Schedule Reminder - complete hours in schedule  <u>School Photo Shoot</u> - This produced some stunning photos which will now be used to update our website and professional publications.  <u>Whānau hui</u> - Anne-Marie reported that the Hiu had around 5 or 6 and they were very supportive of the organisation and manpower for the Hangi last week serving nearly 300 students a delicious lunch.  Supporting Raupo in the school has been the main thing for Whanau.	
<b>Not required</b>	<b>8.</b>	<b>Self Review – against our role (as required)</b> <b>Hautu - Self Review</b> <b>To be held once per term</b>	
<i>(All Trustees)</i>		Nothing to review this month	
<b>8.10-8.15pm</b>	<b>9.</b>	<b>In-Committee Meeting: (as required)</b>	
		Staffing Resignation Leave Request	

**THE MEETING CLOSED AT 8: 08PM**