

Minutes of a Meeting of the Board of Trustees

21 May 2024 - 6.30pm - 8.30pm

Held at 193 Green Lane West, Greenlane

MINUTES

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai <i>(Presiding Member)</i>	1.1	<u>Attending</u> - Nick Mackeson-Smith, Janine Irvine, Anthony Fong, Vijay Patel, Anne-Marie Shepherd, Michelle Nayagam, Emma Henderson, Vicki Brooke (on line)	
	1.2	<u>Apologies</u> - Vicki will join with Google Meets	
	1.3	<u>Visitors In Attendance</u> - nil	
	1.4	<u>Scribe</u> - Janet Glover	
6.00-6.05pm	2.0	Welcome	
Welcome / Nau mai haere mai <i>(Presiding Member)</i>	2.1	Karakia The trustees shared in a karakia	
	2.2	Mihimihi Nick shared a mihimihi.	
6.05-6.15pm	3.0	Administration	
Admin / Kaiwhakahaere <i>(Presiding Member)</i>	3.1	Declaration of Conflict of Interest (Register) No conflicts registered.	
	3.2	Any changes to Agenda - Inwards and Outwards Correspondence - Change to next meeting - now onsite (not online)	
	3.3	Approval of Minutes held on 2nd April 2024 Moved: <i>That the Minutes of Meeting held on 2 April 2024 be accepted.</i> Moved: Emma Henderson, Seconded: Vicki Brooke MOTION: Agreed	
	3.4	Urgent Matters Arising From the Previous Minutes - Hoodies (new artwork) - new wording on the reverse side of the hoodie. Whakapau kaha - to be better than before	
	3.5	Moved: Vijay Patel Seconded: Emma Henderson MOTION: Agreed	



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	<p>Percentage of out of zone vs learning support - to be brought to the next meeting.</p> <p>Dawn asked to pass the Board's thanks on to her team. Dawn was also asked to put together a list of additional ideas for funding.</p> <p>Janine presented her report to the Board.</p> <p><u>Donations</u> \$196,000 to date received - very pleasing.</p> <p><u>Board Assurances</u></p> <ul style="list-style-type: none"> - Safety Checking and Police Vetting - Teacher Registration and Certification - Performance Management - Appointment Procedure, Staff Conduct and Professional Development - Equal Employment Opportunities - Child Protection and Abuse Recognition and Reporting - Curriculum and Student Achievement Policy - Cellphones and Other Personal Digital Devices <p>Janine assured the Board that all procedures of the areas above are being followed.</p> <p><u>Property Update</u></p> <ul style="list-style-type: none"> - Pool - still be used for swimming lessons for Term 2, this is currently on a week by week basis as winter will close this down soon. All the changing rooms have heat pumps keeping these areas very warm. We are looking at a third heat pump installed if this was to help with Term 3 lessons. <p>If looking at a third pump to look at the cost of a cover as well to maintain the temperature outside the pool.</p> <ul style="list-style-type: none"> - Replacement of Sensors in the Hall - this has now been completed. - Toilets - again there is strong feedback that the toilets are not good. Looking at freshness including installation of new grills to give better air quality and educating students. If these do not make an input to look at further ideas. Lighting is also an issue. - Junior Playground - the Friends and Family have committed \$40,000 for 2024 and are considering a further \$20,000 in 2025. 	<p>Bring % to next meeting.</p> <p>Get Shane to look at the lighting when upgrading the toilets.</p>
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		<ul style="list-style-type: none"> - EOTC - Janine updated the Board on the impact on the board as a group should trips or camps have a serious event occur and the importance of having strong RAMS procedures. - Meeting with David Seymour - Janine updated the Board on the feedback from the electoral office. <p><u>Attendance</u> Disappointedly, there has been an extremely high number of students that have been on holiday during term time. This has a huge impact on student learning and meeting ministry targets. Janine will go to the school community to make a strong message to parents.</p> <p>David Seymour data to improve school attendance will be shared at the next meeting.</p> <p><u>Concurrence</u> Refer to the report.</p> <p><u>International Students</u> Refer to the report.</p> <p>Moved: <i>That the Principal's Report be accepted.</i> Moved: Nick Mackeson-Smith (Presiding Member) MOTION: Agreed</p>	<p>Janine to look at School TV for a relative video for parents.</p> <p>Janine to bring a data report to the next meeting.</p>
Finance Reports (Treasurer)	5.2	<p>Financial Statements - March / April 2024</p> <p>Vijay presented the Finance Report to the Board.</p> <p>Library books, there is a good budget, encourage the purchase of more books for the school.</p> <p>Moved: <i>That the Financial Statements for the months of March/April combined, with a surplus of \$86,283, be accepted.</i> Moved: Janine Irvine, Seconded: Emma Henderson MOTION: Agreed</p>	
Friends and Family Report (Delegate)	5.4	<p>Financial Report for Friends and Family (Term 1 2024) The Friends and Family Reports were accepted.</p> <p>Lots of new faces, and a great group of cultures represented. Very happy with the result of a successful Fiesta.</p>	

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		Need a new leader to stand alongside the parents who will take over as Chair for the Friends and Family.	
Health and Safety Committee (Delegate)	5.5	<u>Health and Safety Meeting</u> - Next meeting - 12 June (attendee)	
7.00-8.00pm	6.	Strategic Discussions	
<i>(Presiding Member)</i>	6.1 6.2 6.3 6.4	Any further Items for Next <u>Newsletter</u> <u>Proposed WorkPlan 2024</u> No further updates <u>Policy Review</u> The policies were made available to the Board for review. - Employee Responsibility Policy (board) - Appointment Procedure (board) - Equal Employment Opportunities Teacher - Relief Cover (change wording to remove persons names and put in a roll). - Safety Checking (board) - Police Vetting - Classroom Release Time (primary) <u>Action Register</u> The register was updated <u>BOT Elections</u> There are a number of board members that will be standing down at the next elections. Looking at co-opting new trustees prior to next 2025 BOT Elections to support continuity.	Continuity ideas to go to Nick
8.00-8.10pm	7.	5. General Business	
<i>(Presiding Member)</i>		Trustees Attendance / Hours Schedule (link to come) Reminder - complete hours in schedule	
Not required	8.	Self Review – against our role (as required) Hautu - Self Review To be held once per term	
<i>(All Trustees)</i>		Next Review - Term 3 - Representation	

The meeting closed at 8.36pm