

Minutes of a Meeting of the Board of Trustees

25 June 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, Emma Henderson, Vicki Brooke, Vijay Patel, Anthony Fong, Michelle Nayagam, Anne-Marie Shepherd	
	1.2	<u>Apologies</u> - none	
	1.3	<u>Visitors In Attendance</u> - Dawn Wood	
	1.4	<u>Scribe</u> - Janet Glover	
6.30-6.35pm	2.0	Welcome	
Welcome / Nau mai haere mai <i>(Presiding Member)</i>	2.1	<u>Karakia</u> The trustees shared a karakia.	
	2.2	<u>Mihimihi</u> Nick shared a Mihimihi	
6.35pm	3.0	Administration	
Admin / Kaiwhakahaere <i>(Presiding Member)</i>	3.1	Declaration of Conflict of Interest (Register) Emma - Employing a Reliever Policy review - as a reliever Dawn - Staff Gifts Policy review (25 years next year) To be rewritten and a recommended update be brought to the next meeting.	
	3.2	Any changes to Agenda Nil	
	3.3	Approval of Minutes Motion <i>That the Minutes of Meeting held on 21 May 2024 be accepted.</i> <i>Moved: Emma Henderson, Seconded: Nick Mackeson Smith</i> <i>MOTION: Agreed</i>	
	3.4	Urgent Matters Arising From the Previous Minutes - Attendance - Data Report (refer Principal's Report) - Out of Zone vs Learning Support % - BOT Continuity for 2025 (refer Strategic Discussions later in meeting)	

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6.40pm	4.0	Correspondence	
Correspondence Nga reta reta <i>(Presiding Member)</i>	4.1 4.2	Inwards Deloitte - Final Annual Report 2023 Deloitte - Final Management Letter 2023 Standard Representation Letter 2023 Subsequent Events Letter 2023 Edpay Overview of - Janet explained the process to the meeting. Check the Financial Management Procedures to ensure these are up to date for new platforms that evolve over the year. Outwards Nil Moved <i>That Deloitte be appointed as the auditor for the 2024 year.</i> Moved: Nick Mackeson-Smith MOTION: Accepted	Flow chart for the board Budgeted balance sheet to come to next meeting
6.45pm	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Principal)	5.1	The Principal's Report and respective reports were distributed prior to the meeting (taken as read) <ul style="list-style-type: none"> ● Policy Review (Policy Folder) <ul style="list-style-type: none"> - Term 2 Review - any recommended changes to go to Janine/Dawn. ● Cellphones and Smartwatches ● Concurrence ● International Students <u>Enrolments - Proposed Zone Change</u> A map was distributed to show a proposed change to the school enrolment zone. This was indicated as a shared zone (by Eilerslie Racecourse). <u>Attendance Update</u> <ul style="list-style-type: none"> - Percentages - Procedures for Compassionate Grounds Janine shared data on attendance. A child may remain on the roll if away from school for more than a 16 week absence at the Principal's discretion but only as a result of extreme circumstances, on a case by case scenario.	



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	<p><u>Principal Delegation Update during Principal's Absence</u> One of the Associate Principals to Deputy Principal</p> <p>Moved: <i>That Dawn be given approval to be given Principal Delegation rights for the period Monday 30 June to Tuesday 23 July.</i></p> <p>Moved: Janine Irvine, Seconded: Nick Mackeson-Smith MOTION: Agreed</p> <p><u>Property Update</u> Junior Playground - Dawn presented the proposed plan for the new playground. Current sandpit will be lowered and a new cover. Trees removed from the north fenceline on the junior playground.</p> <p>Expenditure on fixed assets will stop in 2024. Dual payment in 2024 and 2025. The Friends and Family component of the cost will come from accumulated funds, but be shown in their accounts.</p> <p>The new Playground upgrade will start in Term 4.</p> <p>Moved: <i>That Playground Creations be approved to build the new Junior Playground with a quote of \$237,638 ex GST.</i></p> <p>Moved: Vijay Patel, Seconded: Janine Irvine MOTION: Agreed</p> <p>The cost of the removal of trees will come out of operational costs.</p> <p><u>BOT Professional Development Opportunity</u> Meadowbank is offering the opportunity for ACCOS MAC Schools to join their BOT in a Treaty Training Workshop on Thursday 3 September (Time TBC). This will be facilitated by George Ihimaera, our MAC Facilitator. Collecting names next term. Let Janet know</p> <p>Moved: <i>That the Principal's Report be accepted</i> Moved: Janine Irvine, Seconded: Vijay Patel Motion: Agreed</p>	<p>Update Principal's Delegation Schedule</p>
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<p>Finance Reports (Treasurer)</p>	<p>5.2</p>	<p>Financial Statements - May2024 Vijay presented the accounts to the meeting. Donations - up to \$190,000 - 60% of potential.</p> <p>Moved: <i>That the Financial Statements for the month of May 2024 with a surplus of \$199,991 be accepted.</i> MOTION: Agreed</p> <p>Final - Annual Report for the Year Ended 31 December 2023</p> <p>Moved: <i>That the Annual Report for the year ending 31 December 2023 with a surplus of \$199,802 be accepted.</i> MOTION: Agreed</p>	
<p>Friends and Family Report (Delegate)</p>	<p>5.4</p>	<p>Financial Report for Friends and Family There has been no new reporting.</p>	
<p>Health and Safety Committee (Delegate)</p>	<p>5.5</p>	<p>Health and Safety Meeting A verbal report was provided outlining two incidents that had been reviewed and ensured that safety measures were strengthened.</p>	
<p>7.15pm</p>	<p>6.</p>	<p>Strategic Discussions</p>	
<p>(Presiding Member)</p>	<p>6.1 6.2 6.3</p>	<p>Any further Items for Next Newsletter</p> <p>Proposed WorkPlan 2024 No further updates</p> <p>Policy Review Staff Gifts (needs reviewing) Policy - Staff Gifts (needs reviewing) Draft to come to the next meeting.</p> <p>Employing a Reliever Policy Emma declared her role as a reliever in the school, giving a perspective of CRT release for teachers and the management of this, eg: splitting classes.</p> <p>Employer Responsibility Policy There are a number of behavioural issues within the school. Is there something that can be done by the board to address this.</p>	<p>Janine/Dawn to review and bring to the next meeting</p>



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	6.4	<p>It was noted that 'student discipline' and 'management of relievers' is not governance and should be left to the responsibility of the Leadership Team.</p> <p>Banking Staffing management is at the discretion of the principal who can utilise this funding best for the school including for wellbeing.</p> <p><u>Action Register</u> The action register was reviewed.</p>	
8.00pm	7.	5. General Business	
<i>(Presiding Member)</i>		<p>Trustees Attendance / Hours Schedule (link to come) Reminder - complete hours in schedule</p>	
Not required	8.	<p>Self Review – against our role (as required) Hautu - Self Review To be held once per term</p>	
<i>(All Trustees)</i>		Next review Term 3	

The meeting went in-committee
The meeting closed at 8.37pm