

Minutes of a Meeting of the Board of Trustees

30 November 2021 6.00pm - 7.30pm

School Board Room - Zoom Meeting

Present: Nick Mackeson-Smith, Janine Irvine, Sarah Sutcliffe, Andrew Bason, Anthony Fong, Vijay Patel, Sanjeev Deva, Anne-Marie Shepherd, and Anne Patel

In Attendance: Shanthan Naidu, Dawn Wood,

Scribe: Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1	Karakia The Board joined in a Karakia Nick welcomed everyone to the meeting and shared a Mihimihi	
	1.2	Any changes to the Agenda	
6.15pm	2.0	Administration	
Chair	2.1	Apologies	
	2.2	Declaration of Conflict of Interest	
	2.3	Adopt of previous meetings Minutes - October meeting.	
	2.4	Motion: That the Minutes of Meeting held on 2 November 2021 be accepted. Moved: Sarah Sutcliffe, Seconded: Anthony Fong MOTION: Accepted Nick shared a Mahi	
6.05pm	3.0	Actions to Follow Up	
Chair	3.1	Matters Arising - Action Register	
6.20pm	4.	Correspondence	
Chair	4.1	<u>Inwards Correspondence</u> - NZSTA - Board Matters - COVID 19 Update - <u>E-Motions: (Refer to folders in November Folder)</u> - Principals Delegations	

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		<p>MOTION: That the Principal's Delegation Schedule be updated as per the E-Motion previously approved. Moved: Nick Mackeson-Smith MOTION: Agreed</p> <p>MOTION: That Ronelle Clarke be endorsed by the Board to apply for the Across School Leaders position. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
	5.	Governance: Strategic Plan	
	5.1	<p>Principal's Report - November 2021 - Janine Irvine - Principal</p> <p>The Principal's Report was distributed prior to the meeting. Taken as read.</p> <p><u>Budget - deferred to Finance Report</u></p>	
<p>Effective Teaching <i>Teachers deliver and evaluate engaging, effective and relevant programmes consistently across the school that lift student outcomes</i></p>		<p><u>Provisionally Registered Teachers</u> We have 5 teachers who have now graduated to Fully Registered teachers. Congratulations to be sent to them from the trustees.</p>	
<p>Student Learning <i>All students will achieve a year's progress for a year's effort through effective teaching and by being active participants in their learning</i></p>		<p><u>Return to School</u> Between 2-5 extra students per class have returned to school since the initial return of students on 17 Nov.</p> <p><u>End of Year Reports</u> Communications have been sent out to parents regarding the end of year process.</p>	
<p>Whānau / Community <i>Provide a welcoming and supportive environment to enable whānau / community to contribute and connect with their child(ren)'s education Foster a strong sense of community where everyone is an active participant in school life</i></p>		<p><u>End of Year Presentations</u> Classes are currently working on an end of year electronic presentation, as we will not be in position to hold our normal end of year events.</p>	
Wellbeing		No Agenda Item	

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<p>General</p>		<p><u>Roll Review / Staffing 2022</u> A roll return for additional funding sent to MOE in November was declined. The school will be continuing to apply for additional funding at regular intervals as rolls allow.</p> <p><u>Board Assurances</u></p> <p><u>International Students</u> The Principal assured the Board the following implementation audits have been completed</p> <ul style="list-style-type: none"> - Risk Management - Emergency Evacuation (T4 practice - Alarms sounded on Wednesday 24 at 8.50am, after being activated by accident by builders in the hall) . Evacuation to field. - Staff Usage and Expenditure reports - Appointment Procedure - Reading Recovery/ Literacy Report (This has continued online) - International Students (the review this year has been extended beyond 1 December) <p><u>Official Information Act</u> Janine updated the meeting on the information sought by the media on data of students returning to school after lockdown.</p>	
<p>Deferred to Incommittee</p>		<p><u>Personnel Committee</u> To be discussed in-committee</p>	
<p>Ratification of Principal Report</p>		<p>Acceptance of the Principal's Report MOTION: That the Principal Report be accepted. Moved: Sarah Sutcliffe, Seconded: Anne Patel MOTION: Agreed</p>	
	<p>5.</p>	<p>Governance: Budget</p>	
<p>Treasurer (Sarah Sutcliffe)</p>	<p>5.2 5.2.1 5.2.2</p>	<p><u>Sub- Committee Reports:</u></p> <p>Action Register, Minutes of meeting to be made available prior to the next meeting</p> <p><u>Property Report</u></p> <p><u>Lights on the Covered Courts</u> A parent has offered to sponsor the cost of the lights, a sponsorship opportunity to be discussed.</p>	

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	<p>5.2.3</p> <p>5.2.4</p>	<p>The Board held a robust discussion. This has an ethical challenge for the Board to think about. Should students have advertising forced on them? The impact of the lights on neighbours, as well as the noise that evening useage/rental could need to monitor.</p> <p>The board was not unanimous. Share to go back for a clearer picture as to what this could look like.</p> <p>Sponsorship in a school has a bigger picture and needs much strategic review of this process.</p> <p>What would renting it out look like, how could COVID affect income.</p> <p>Maintenance of the surface.</p> <p>Mahi understanding - what this corporate venture looks like.</p> <p>School Pool - residue of chemicals. The pool had to be closed, drained and refilled. This has now been completed and ready for use again.</p> <p>Security Panel - The old panel has reached its lifespan. This has been booked to be replaced. MOE to be sought for recovery of cost - approx \$6,000</p> <p>Hall - Upgrade is going well. Wall linings, stage refurbish.</p> <p><u>Finance</u></p> <p>a. Financial Report</p> <p>b. Financial Statements - October 2021</p> <p>MOTION: That the Financial Statements for the month of October 2021 with a surplus of \$42,783 Moved: Sarah Sutcliffe, Seconded: Janine Irvine MOTION: Agreed</p> <p>School Finance Package Looking at setting up a new finance package 'Xero' - or to move away from Kindo and use Hero for Finance - still looking further into these options.</p> <p>The Kindo commission is a high cost.</p>	<p>Shane Moser to follow up</p> <p>Janet to pull out the old sponsorship policy/procedure.</p> <p>Janine - to review old policy</p>
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	<p><u>Budget - 2022</u> The school is enrolling a high number of out of zone students to maintain student numbers.</p> <p>Draft Budget - currently sitting at a deficit (albeit lower than the 2021 year) - approximately \$74,000 deficit but has been drastically reduced over the past month. This will be presented at the next meeting.</p> <p>This reduction in budget could impact on the Learning Support available for the school, heading into a year where additional support will be required as a result of COVID affected 2021 year.</p> <p>Janine gave an outline of where the budget is currently being impacted.</p> <p>Streams of income have been taken out of the budget, ie: Fair, etc</p> <p>Is the Board happy for the Principal to present a deficit budget, what level is comfortable for the Board to accept.</p> <p>Only \$700,000 BOT uncommitted funds currently available.</p> <p>It was agreed the importance of the Learning Support Team should continue</p> <p>It was agreed that a deficit budget around \$74,000 would be accepted - to be brought to the next meeting.</p> <p><u>2022 School Donation</u> The Board reviewed the donation letter to be sent to the community.</p> <p>The Board held a robust discussion on whether to increase the donation or leave it as it is.</p> <p>It went to a vote.</p> <p>MOTION: That the School Donation for the 2022 year be set at \$460.00 per student per year (\$115.00 per term) Moved: Nick Mackeson-Smith MOTION: Agreed</p>	<p>Targeted coms to go out - Nick and Janine - Well worded</p>
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		<p>Targeted reminder communications to be sent out to parents prior to the end of the year.</p> <p><u>Pool Keys</u> Pool keys would not be sold for the summer holiday period. The Board held a robust discussion on how this could work.</p> <p>Strong decision made that the pool will not be open this week</p> <p>MOTION: That the Property and Finance Reports be accepted Moved: Vijay Patel, Nick Mackeson-Smith MOTION: Agreed</p>	
	6.	Governance: Policies	
		<p>Policy Review - SchoolDocs</p> <p>Policy Committee <u>Term 4 Review</u> 6.1 Harassment Section around policy required the school 6.2 Maori Educational Success</p> <p>No recommended changes.</p> <p>Assurances Hapori Matatu</p> <p><u>Workplan</u> Any recommended changes - no new changes.</p>	
	7.	General Business	
		<p><u>Tiny Library - Update</u> Janet met with Kim and the Library has now been installed. Community will be sent an advertisement.</p> <p><u>Board Hours - Audit Requirement</u> All trustees to update the schedule (please do not change any formatting)</p> <p><u>2022 School Trustees Elections - Triennial</u> These have now been deferred to September 2022.</p>	
	8.	Principal's Appraisal	



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		Deferred to Term 1 2022	
	9.	Self Review – Hautū (in line with governance role)	
		No Self Review this meeting. Closing Karakia	

The meeting closed at 8.35pm