



Minutes of a Meeting of the Board of Trustees

25 May 2021 6.00pm - 9.00pm

School Board Room

Present: Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Andrew Bason and Sarah Sutcliffe, Anne Patel, Sanjeev Deva, and Kirstin Fleming, Anne-Marie Shepherd and Vijay Patel (Trustees)

Apologies: Anthony Fong Fitness (New Trustee)

In Attendance: Shanthan Naidu

Scribe: Janet Glover

In Attendance: Anne-Marie Shepherd and Vijay Patel (until co-opting approved)
Adam Powell (eLearning Leader) and Hannah Wynne (Parent/Teacher)

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1	<p>Karakia Tūtawa mai i runga Tūtawa mai i raro Tūtawa mai i roto Tūtawa mai i waho Kia tau ai te mauri tū Te mauri ora ki te katoa Haumi e, hui e, tāiki e! <u>Translation</u> I call from above, from below, and from within, and from everything and everyone around us. All of us together, connected, unified, and cared for.</p>	
	1.2	<p>Welcome from the Chair Nick welcomed everyone to the meeting. Mihimihi Kei ngā maunga whakahī, Kei ngā wai tuku kiri, Kei ngā mātāwaka o te motu, Ka nui te mihi. <u>Translation</u> To those who connect to the mountains, the rivers and oceans across the land. Hello and welcome to you.</p>	
6.15pm	2.0	Administration	
Chair	2.1	Apologies	
	2.2	Declaration of Conflict of Interest - none.	
	2.3	Recommendation	
	2.4	<p>That the minutes of the meeting held 13 April 2021 be accepted. Moved: Andrew, Seconded: Kirstin Fleming MOTION: Agreed</p> <p>Mahi Ehara taku toa i te toa takitahi, engari he toa takitini.</p>	

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		My strength is not mine alone, it comes from the collective.	
6.05pm	3.0	Actions to Follow Up	
Chair	3.1	<p>Matters Arising - Action Register</p> <p><u>3.1.1 School Uniform update</u> Janet updated the Board on the sale of hoodies and t-shirts. This was very successful. The Board discussed the further ordering of hoodies and t-shirts to the School Uniform Centre. Costs to be held stable. Recommendation: That the House T-Shirts to also be given to the School Uniform Centre to sell. They will purchase our stock on hand. Moved: Nick, Seconded: Anne Patel MOTION: Agreed</p> <p><u>3.1.2 Trustee Continuity for 2021</u> Nick updated the Board on the selection of three new trustees. Anne-Marie Shepherd, Vijay Patel and Anthony Fong Fitness (apologies). The Board heard from all present who introduced themselves to each other. Moved: That Anne-Marie Shepherd, Anthony Fong Fitness and Vijay Patel be coopted to the Board of Trustees for a period of two years. Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
6.20pm	4.	Correspondence	
Chair	4.1 4.2	<p><u>Inwards</u> Expressions of Interest for coopting to the BOT</p> <ul style="list-style-type: none"> - Anne Marie Shepherd - Anthony Fong - Vijay Patel <p>BOT Expression of Interest received after the closing date.</p> <ul style="list-style-type: none"> - Rebecca Schollum <p><u>Outwards</u> Emails - 4 letters sent to expressions of interest.</p>	

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		<p>Moved: That the Inwards correspondence be accepted and outwards correspondence be ratified. Moved: Nick Mackeson Smith (Chair) MOTION: Agreed</p>	
	5.	Monitoring: Annual Plan	
Principal (Janine Irvine)	5.1	<p>Principal's Report - Janine Irvine - Principal The Principal's report was distributed prior to the meeting. Taken as read.</p> <p>5.1 Principal's Report - May 2021 Janine opened her report with a brief explanation. She then invited Adam Powell (eLearning Leader) to present his reports.</p> <p>5.1.1 eLearning BOT Report 5.1.2 eLearning Planning Framework for CPDS 2021</p> <p>Adam presented his reports, taken as read. Introduced himself and asked if there is any feedback from his reports.</p> <p>Requests for funding in the report were appreciated by the BOT Chair.. To be discussed later in the meeting.</p> <p>With chromebooks owned by the school and BYOD devices by students we have nearly 1:1 - Y5/6 1:3 - Y3/4 devices in classes.</p> <p>Adam appreciated the cash injection from the 2021 budget to be able to purchase new chromebooks last term.</p> <p>SNUP Version 2 - Network For Learning - waiting on the new update to be released.</p> <p>Broken devices are sent to e-Waste - a collection is expected to happen in the school on 26 June.</p> <p>Continuity of BYOD by students.</p> <p>Janine commended Adam and Janet for the additional work in behind COVID lockdown in getting out devices to students without devices.</p> <p>Digital technologies is not all about devices, it teaches students that there are other mediums connected to the digital curriculum.</p>	

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		<p>Nick thanked Adam for his report. Adam thanked the Board for their continued support.</p> <p>The Board then had the opportunity to interact with new digital devices available in the school.</p> <p>Janine continued with her report.</p> <p><u>ERO Visit</u> Janine gave a brief overview of EROs initial visit and the process this will take, different from past audits by ERO. ERO will work with the school for a 3 year period, with a community report around 18 months.</p> <p>5.1.3 Attendance Term 1 presented, taken as read. There has been an increase in the number of students placed in our school zone under Emergency Housing. These students generally do not stay long before being moved to different temporary housing.</p> <p>There are a lot of students late to school on a daily basis. There have noticeably been less parents taking their children out of school during term time to go overseas.</p> <p>5.1.4 Attendance Supplementary - Term 4 2020 presented, taken as read.</p> <p>Moved: That the Principal's report be accepted Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
<p>Treasurer (Sarah Sutcliffe)</p>	<p>5.2 5.2.1</p>	<p><u>Sub- Committee Reports:</u></p> <p><u>Finance / Property Committee</u></p> <p>Sarah gave a brief outline of the Finance/ Committee.</p> <p>The Finance / Property Committee meeting met prior to the meeting.</p> <ol style="list-style-type: none"> a. Finance/Property Agenda and Action Plan distributed prior to the meeting (Meeting to be held directly before BOT Meeting). b. Property Report - 25 May 2021 Sarah presented her verbal report to the meeting. 	

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	<p>5.2.2</p>	<ul style="list-style-type: none"> - Astroturf has been approved to be installed behind the strip of grass behind the field bleachers. - Hall upgrade to the value of \$100,000 (57% (\$44,000 - left of the SIP funding) funded by the Ministry - 43% needs to be funded by the board). This would equate to approx \$56,000 funded by the board. <p>Proposal to be distributed to the Board prior to the next meeting for final decision.</p> <p><u>Vandalism</u> The school external paging system has been stolen. Insurance claim for approx \$13,000 has been made.</p> <p><u>Fiesta Income</u> \$44,000 income raised, less costs. What would the Board like these funds to go to, taking into consideration the centenary year and some upgrades around the school, ie: Time Capsule burial / sundial.</p> <p>Good opportunity to ask for community voice.</p> <ul style="list-style-type: none"> c. Financial Report from meeting - 25 May 2021 81% of the forecast. Budget on donations has been received to date. d. Financial Statements - 25 May 2021 The Financial Statements for the month of April were distributed prior to the meeting <p>Moved: That the Financial Statements for the month of April 2021 with a surplus of \$23,855 be accepted. Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith MOTION: Agreed</p> <ul style="list-style-type: none"> e. <u>Delayed Draft 2020 Annual Accounts</u> - not yet available. Deloitte have advised that a number of schools are not yet finalised due to COVID challenges. The Auditor General has been advised. <p><u>Other Committees</u> <u>Health and Safety Committee</u> Next meeting will be held on 16 June 2021.</p> <p><u>Personnel Committee</u> Leave of Absence - Deferred to in-committee.</p>	<p>Distributed to Trustees</p> <p>Seek community voice.</p>
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		<p><u>Community Committee</u> Nothing new to report.</p> <p><u>Policy Committee - Term 2 Review</u></p> <p>Term 2 Review to be distributed.</p> <ul style="list-style-type: none"> - Protection Disclosure - Reporting to Parents - Visitors <p><u>Family and Friends Committee</u></p> <p>F&F End of Year Accounts 2020 distributed prior to the meeting. The Minutes of Meeting of the Friends and Family Committee held on 25 March 2021 were distributed prior to the meeting.</p> <p>The minutes of the meeting and financial statements were accepted.</p> <p><u>Centenary Committee</u></p> <p>Sarah presented her report to the meeting.</p> <p>Motion: That the Committee Reports as presented be accepted. Moved: Kirsten Fleming, Seconded: Sanjeev Deva MOTION: Agreed</p>	
Chair	6.	Strategic Discussions	
		Workplan update - Janine updated that some reports have been swapped.	
Chair	7.	Self Review – against our role (as required) Hautū	
		<p>Hautū - in line with Ka Hikitia review</p> <p>Representation - refer to Hautū pg6</p> <p>Deferred to the next meeting.</p> <p>Nick gave an introduction and overview for reviewing this process.</p>	Janet to share these documents with the new trustees.

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Chair	8.	General Business	
		<p>Items for next newsletter - Nick made some notes for the next BOT newsletter.</p> <p><u>Code of Conduct</u></p> <p>An updated Code of Conduct was distributed at the meeting in line with the changes made to the Governance Manual at the April 2021 meeting.</p> <p>The trustees signed and returned these.</p>	
Chair	9.	In-Committee Meeting: (as required)	
		<p>Closing Karakia</p> <p>Unuhia, unuhia. Unuhia ki te uru tapu nui, Kia wātea, kia māmā te ngākau, te tīnana, te wairua, ki te ara tangata. Kōia rā e Rongo, whakairihia ake ki runga. Kia tina! Tina! Hui e! Taiki e!</p> <p><u>Translation</u></p> <p>Draw on and fully immerse yourselves in a sense of peace and togetherness. Draw together. Together. Draw together. Together.</p>	
Chair	9.	In-Committee Meeting: (as required)	
		The trustees went in-committee - 8.00pm	

The meeting closed at 8.00pm