



Minutes of a Meeting of the Board of Trustees

3 August (July Mtg) 2021 6.00pm - 9.00pm

School Board Room - Zoom Meeting

MINUTES

Present: Andrew Bason (Acting Chair), Janine Irvine, Sanjeev Deva, Anne-Marie Shepherd, Vijay Patel, Anthony Fong and Anne Patel (Trustees)

Apologies: Nick Mackeson-Smith, Sarah Sutcliffe

Scribe: Janet Glover

Time Keeping	Ref	Welcome from the Chair	Motion/Action
6.00pm	1.1	<p>Karakia (for next month) 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!</p> <p><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>Mihimihi Kei ngā maunga whakahī, Kei ngā wai tuku kiri, Kei ngā mātāwaka o te motu, Ka nui te mihi.</p> <p><u>Translation</u> To those who connect to the mountains, the rivers and oceans across the land. Hello and welcome to you</p>	
	1.3	<p>Amendments to the Agenda</p>	
6.10pm	2.0	<p>Administration</p>	
	2.1	<p>Apologies</p>	
	2.2	<p>Declaration of Conflict of Interest</p>	
	2.3	<p>Adopt of previous meetings Minutes - 29 June 2021 Moved: Sanjeev Deva, Seconded: Anthony Fong</p>	
6.15pm	3.0	<p>Matters Arising</p>	
Chair	3.1	<p>Action Register - Review</p> <ul style="list-style-type: none"> ● 10 Year Plan ● Annual Report Clarification - Email ● Flag Day - Plans for 2021 - Email trail <p>The action register was updated.</p>	

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6.20pm	4.	Correspondence	
Chair	4.1	<p>Inwards</p> <p><u>Deloitte</u> Deloitte - Final Audited Annual Report 2020 Deloitte - Independent Auditors Report 2020 Deloitte - Report to the Board of Trustees 2020</p> <p>Motion: That the Final Audited Accounts be accepted Moved: Andrew Bason MOTION: Agreed</p> <p><u>ERO</u> - Newsletter - July 2021</p> <p><u>Flag Day Review</u> - email trail distributed after the last meeting. Discussion deferred to later in the meeting.</p> <p><u>Invitation - COL / Board of Trustees Meeting</u> All Board members are encouraged to attend. A show of interest was given. Calendar item sent - respond if you would like to attend.</p> <p><u>ESOL - Verification Letter</u> Discussed later under the Principal's Report.</p> <p>Outwards</p> <p><u>MOE</u> - Audited Annual Reports 2020</p> <p>Motion: The inward correspondence was accepted and the outward correspondence was ratified. Moved: Andrew Bason. Seconded: Sanjeev Deva MOTION: Agreed</p>	
	5.	Monitoring: Annual Plan	
Principal (Janine Irvine)	5.1	<p>Principal's Report - Janine Irvine - Principal</p> <p>The Principal's report was distributed prior to the meeting. Taken as read.</p> <p><u>Principal's Report - July 2021</u></p> <p><u>5.1a ESOL Verification Report</u> A glowing report was given. It was noted that the verifiers were asked to recommend schools for CPDS to visit to see how other schools work, verifiers said the CPDS would be where other schools are</p>	



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		<p>recommended to visit - so great endorsement.</p> <p>The Board commended the ESOL staff for a great report.</p> <p>Recommend teaching staff to be encouraged to learn more about this area.</p> <p><u>Wellbeing - Survey</u> Discussion held on the need to survey staff. EAP service is available.</p> <p>Moved: Recommendation that the Principal's Report be accepted. Moved: Anne-Marie Shepherd, Seconded: Vijay Patel MOTION: Agreed</p>	<p>Sanjeev and Janine to follow-up at the next Health and Safety Meeting</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>a. Finance/Property Agenda, Minutes of last meeting and Action Plan distributed prior to the meeting, taken as read. July Meeting was cancelled due to a number of apologies. Janine presented a verbal report.</p> <p><u>Online Fundraising Project</u> Shanthan is currently working on fundraising progress using the school cross country. More info will be available soon. This is looking at being a very successful venture.</p> <p>Fitness Trails are being targeted to utilise these funds raised.</p> <p><u>SIP Update</u> A Summary of SIP Expenditure Report was distributed at the meeting in hard copy and uploaded online before the meeting.</p> <p>Janine advised that there had been an error in the calculation of SIP funds, however, the cost of the Junior Playgrounds Turf could be covered by Fixed Assets without an impact on the budget.</p> <p>Once this is considered this would leave a balance of SIP Balance of \$41,958.</p>	



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	5.2.2	<p><u>Hall Development</u> Quotes have been received from 3 companies.</p> <p>Motion: That the Board accept Company A's (Pratec Limited) quote of \$104,218 ex GST plus associated fees and contingency of \$22,213 (\$126,431) to complete the school hall refurbishment be accepted. Moved: Janine Irvine, Seconded: Andrew Bason MOTION: Agreed</p> <p>Practec successfully completed the Admin refurbishment back in January 2021.</p> <p>Motion: That the Board commits an extra \$9,000 (a total of \$61,000) to the school hall project resulting in a final budget of \$109,000 for the school hall refurbishment. Moved: Janine Irvine, Seconded: Anne-Marie Shepherd MOTION: Agreed</p> <p>b. Property Report - July 2021 - verbal report from meeting held prior to the meeting.</p> <p>c. Financial Report -July 2021 - verbal report from meeting held prior to the meeting.</p> <p>d. Financial Statements - June 2021</p> <p>Motion: That the Financial Statements for the month of June 2021 with a surplus of \$88,796 be accepted. Moved: Anthony Fong, Seconded: Janine Irvine MOTION: Agreed</p> <p>Clarity of the BOT Other expenses - that costs of the Fiesta and the Hoodies, were offset by the Centenary Income. The Board accepted this explanation.</p> <p>Artificial turf installed behind the terraces was financially covered as part of the SIP Funding.</p>	
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	<p>e. Budgeted Statement of Financial Position and Depreciation Budget</p> <p>Motion: That the letter received from EdTech Financial Services outlining the Budgeted Statement of Financial Position with a deficit of (\$91,993) be accepted.</p> <p>That the Depreciation Split totalling \$260,000 be accepted.</p> <p>Moved: Andrew Bason, Seconded: Sarah Sutcliffe MOTION: Accepted</p> <p><u>Other Committees:</u></p> <p><u>Centenary Committee</u> Organisation progressing well. Janine let the Board know the planned arrangement.</p> <p><u>Health and Safety Committee</u> Nothing new to report.</p> <p><u>Personnel Committee</u> In-Committee - Resignation and new employee</p> <p><u>Community Committee</u> Maori Hui next week. Nothing new to report.</p> <p><u>Policy Committee</u></p> <p><u>Term 3 Review</u> Refer to Policy Review Folder in google folder</p> <ul style="list-style-type: none"> - Behaviour Management Send out to staff and community for consultation. - Concerns and Complaints Recently used - all processes worked well. Send out to staff and community for consultation. - Gifts Discussion on the use of Koha payments. It was agreed that this should be capped at \$300. To be brought back to the Board if more required. <p>Recommendation: That the Gifts Policy with the inclusion of the</p>	
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		<p>SchoolDocs recommendation to include Koha be accepted. That a Koha be capped at \$300. Moved: Andrew Bason (Acting Chair) MOTION: Agreed</p> <p><u>Family and Friends Committee</u> Community meeting was held last week - there were a number of new faces.</p> <p>Still a struggle to engage the community to put themselves forward to support the Friends and Family Committee. Try to think of creative ways to encourage this.</p>	
Chair	6.	Strategic Discussions	
		<p><u>Workplan</u> (last updated June 2021) The Board reviewed the Workplan identifying the change of Tikanga report to be provided at the next meeting. All others on target.</p>	
Chair	7.	Self Review – against our role (as required) Hautū	
		<p>Hautū - in line with Ka Hikitia review</p> <p>Accountability</p> <p>The Board reviewed the evidence. There are a number of initiatives in the pipeline and will be brought up at the Hui next week.</p>	

HAUTAU - SELF REVIEW - Gathering the evidence

Use the questions below to identify the evidence your board has for the representation governance area, in relation to Māori enjoying and achieving education success as Māori.

ACCOUNTABILITY – gathering the evidence

Kakau of the hoe represents meeting responsibilities



Guiding Question:

What evidence is there that Māori students in your school are enjoying and achieving education success as Māori, that the needs and aspirations of your Māori community are



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being met, that school plans policies and curriculum reflect local tikanga Māori, mātauranga Māori and te ao Māori?

Use the grid below as a guide to make any notes you would like to bring to the meeting.

Focus	Evidence	Where are we at?
What evidence do we have that our Māori students are enjoying and achieving education success as Māori?	<p>Achievement Data Maori are reported as separate groups.</p> <p>Whanau Hui to be held next week - looking at how they engage in their own culture and what it means to identify themselves as Maori, building their pride and mana. What is important to parents of Maori students</p> <p>Inquiry - strands targeted on Maori success</p> <p>Kapa Haka - group is building, a lot of our Maori students do not attend</p>	Emerging
In what ways is the school giving effect to Te Tiriti o Waitangi?	To bring back to the next meeting for further review in feedback of the Hui.	TBC after feedback from Hui

Chair	8.	General Business	
	1.	<p>Items for next newsletter</p> <ul style="list-style-type: none"> - Policy Review - Centenary 	
	2.	<p>Additional Reading included in the Board Pack</p> <ul style="list-style-type: none"> - Leading Local Curriculum Guide - Aotea NZ Histories - (Shanthan) - HW Survey - Primary Principals and Teachers (Janine) <p><u>Flag Day</u> In reply to the previous meeting request</p>	

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		<p>Janine and the Management Committee discussed a new look Flag Day. Three options were recommended. The Board were sent the options for feedback. Flag ceremony will remain in its current form. Option 1 was viewed as the most popular. Discussion that a scale back could happen over two years by using the Centenary year as a good point in time to ensure focus on the school values and motto "Honour Not Honour", "Better Than Before". Followed by a robust discussion.</p> <p>Motion: That the 2021 Flag Day be based on Option 1 with changes for 2022 being announced to the community. Moved: Andrew Bason, Seconded: Janine Irvine Moved: Agreed</p> <p>Final cup list will be brought to the next meeting. ie: additional assemblies set up for all other sports cups etc.</p>	
Chair	9.	In-Committee Meeting: (as required)	
		<p>Closing Karakia 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> Draw on and fully immerse yourselves in a sense of peace and togetherness. Draw together. Together. Draw together. Together.</p>	

Meeting Closure - 7.58pm