



## Minutes of a Meeting of the Board of Trustees

23 March 2021 6.00pm - 9.00pm

School Board Room

**Present:** Nick Mackeson-Smith, Janine Irvine, Sarah Sutcliffe, Andrew Bason, Kirstin Fleming, Sanjeev Deva and Anne Patel

**Apologies:** None

**In Attendance:** Dawn Wood, Shanthan Naidu

**Scribe:** Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
6.00pm	1.1 1.2	<b>The trustees Welcome / Karakia</b> <b>Any changes to Agenda</b>	
6.05pm	2.0	<b>Actions to Follow Up</b>	
Chair	2.1	<p><b>Matters Arising / Review of Action Register</b> The action plan was reviewed and updated.</p> <p>2.1.1 Review of BOT Governance Manual- March Review 2.1.2 Code of Conduct - March Review These documents were distributed prior to the meeting.</p> <p>To distribute a hard copy to trustees. Final commenting to be given to the BOT secretary by Friday 9th April.</p> <p>Advertise Board Meetings to community - Alerts / Newsletters. The BOT webpage has been updated with this information. Add links to all communications being sent out. 2022 Elections - advise parents that they may wish to start thinking of nominations.</p>	Janet to send a bound copy to Trustees
6.15pm	3.0	<b>Administration</b>	
Chair	3.1 3.2	<p><u>Apologies</u> No apologies. Nick is attending by zoom meeting from a car travelling in rural areas. Some internet coverage may affect connectivity. If any outages, his voting may need to be excluded. This will be identified as necessary</p> <p><u>Declaration of Conflict of Interest</u> No conflicts</p>	



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	3.3	<p><u>Minutes of Meeting</u> The minutes of the meeting held in February were distributed prior to the meeting.</p> <p><b>Motion:</b> <b>That the Minutes of Meeting held 23 February 2021 be accepted.</b> <b>Moved: Nick Mackeson-Smith, Seconded: Andrew Bason</b> <b>MOTION: Agreed</b></p>	
<b>6.20pm</b>	<b>4.</b>	<b>Correspondence</b>	
<b>Chair</b>	4.1	<p><u>Inwards</u> NZSTA - 2021 Conference If any trustee would like to travel to the 2021 Conference to let the Chair know.</p> <p>Letter of Resignation - Co-opted Trustee George was co-opted for a period of 12 months. Completed 15 months. This term has now ended. Letter of resignation was accepted. George has been thanked for his valuable support to the board.</p> <p>Does the board need any further requirements to co-opted more members? There is to be a change in elected trustees in 2022. This is a good opportunity to bring on new skills to support the Board continuity moving forward as there will be a number of trustees leaving at the end of their elected term (May 2022).</p> <p>Send out correspondence for expressions of interest - to be sent as a separate communication. Up to 2 positions - term would be for 18 months.</p> <p>Nick is to send out communications to include areas of focus, the role of the Board, committee responsibilities.</p>	Expressions of interest communication to go to community - Nick
	4.2	<p><u>Outwards</u> Reply - thanks sent to George Tan Practec - request for Administration Certificate of Codes of Compliance</p>	



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		<p><b>Motion:</b>  <b>That the inwards correspondence be approved, and the outwards correspondence be accepted.</b>  <b>Moved: Andrew Bason (Acting Chair)</b>  <b>MOTION: Accepted</b></p>	
	<b>5.</b>	<b>Monitoring: Annual Plan</b>	
Principal (Janine Irvine)	5.1	<p><b><u>Principal's Report</u></b> - Janine Irvine - Principal  The Principal's report was distributed prior to the meeting.</p> <p><u>Staff Wellbeing</u>  The school staff have been through some trying and emotional times - it has not been an easy period. Focusing on continuing to support staff with wellbeing.</p> <p><u>Health Survey</u> - Dawn  This survey has now been sent out. Waiting on data to come in. Glitch in the way it went out - to be resent.</p> <p><u>Principal's Appraisal</u>  The external reviewer has now been confirmed. Job descriptions have been discussed and goals created.</p> <p><u>School Uniform Review</u>  The importance of needing a uniform review was discussed. To be deferred to later in the meeting under Policy Review.</p> <p><u>Attendance</u>  95% of students have been attending since the last lockdown which is very pleasing.</p> <p><u>EAP Contract - Staff Wellbeing</u>  A contract has now been signed. This contract provides for 3 paid sessions per staff member per year to support their wellbeing.</p> <p>Is there anything that the Board can do to support staff? Janine thanked the trustees for their concern and ongoing support.</p> <p><u>Assurances - Medical Room / Sick Bay</u>  Procedures as outlined in the Reporting and Recording Accidents, Medicines, Managing Minor/Moderate Injury, and Illnesses are up to date</p>	Lockdown data to come to next meeting - Janet



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23 March 2021 6.00pm - 9.00pm

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		<p><b>Motion:</b>  <b>That the Principal's Report be accepted.</b>  <b>Moved: Nick, Seconded: Sarah Sutcliffe</b>  <b>MOTION: Agreed</b></p>	
Treasurer (Sarah Sutcliffe)	5.2 5.2.1	<p><u>Sub- Committee Reports:</u></p> <p><u>Finance / Property Committee</u>  <u>Agenda</u> distributed prior to the meeting  (Meeting to be held directly before BOT Meeting)</p> <p>a. Finance/Property <u>Minutes</u> and <u>Action Register</u></p> <p>b. New trustee - Finance/Property Committee  The Finance Committee was a little light in numbers.  Nomination - Andrew Bason</p> <p><b>Motion:</b>  <b>That Andrew Bason be accepted onto the Finance/Property Committee</b>  <b>Motion: Agreed</b></p> <p>c. Financial / Property Report from meeting - 23 March 2021  Sarah presented her report to the meeting.  SIP - admin block is now completed. The contractor Practec has been requested to finalise the Code of Compliance Certificate. Approx \$60,000-\$70,000 balance of unused funds is still available.</p> <p>Proposal 1 - already approved by the board  Artificial grass behind the terraces - being mindful of replacement of a memorial plaque in this areas of an ex-pupil - cost of project approximately \$30,000-\$40,000</p> <p>Proposal 2 - use of fixed assets - to extend the courts coverings - this is also being taken to Friends and Family for financial support to create the artificial surfaced sports courts. Friends and Family are meeting later this week.</p> <p>Proposal 3 - The remaining \$30,000-\$40,000 could go to a general upgrade to the Hall. The</p>	



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	5.2.2	<p>board would need to commit an equal (to the SIP balance of funds) financial commitment. Upgrade could include - upgrade to stair access to the stage, new wall linings, replacement of rotting door framing, painting, resurfacing of the stage flooring.</p> <p><b>Motion moved by the Finance Committee That the Board co-funds and matches the SIP funds of approximately \$30,000-\$40,000 to go to the general upgrading of the Hall.</b></p> <p><b>Rider: this is because the hall is jointly funded with the Ministry of Education.</b></p> <p><b>Moved: Sarah Sutcliffe, Seconded: Kirsten Fleming</b></p> <p>Bollards would need to be installed to ensure that artificial courts are not driven on.</p> <p>Nick missed this conversation due zoom connectivity - unable to vote.</p> <p><b>MOTION: Agreed</b></p> <p>d. Financial Statements - March 2021  <b>Motion:</b>  <b>That the financial statements for the month of March 2021 with a deficit of (\$66,331) be accepted.</b>  <b>Moved: Sarah Sutcliffe, Seconded: Sanjeev Deva</b>  <b>MOTION: Agreed</b></p> <p>Nick left the meeting due to connectivity.</p> <p><u>Health and Safety Committee</u>  The minutes of the March 2021 Health and Safety Committee meeting were distributed prior to the meeting.</p> <p>Janine presented feedback from the meeting. Continuing to keep communication channels open so staff are comfortable sharing stress levels and wellbeing needs.</p> <p>Reminder to all staff to ensure they know the process for finding and reviewing policies.</p>	
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23 March 2021 6.00pm - 9.00pm

School Board Room

	5.2.3	<p><u>Personnel Committee</u> Refer to the in-committee meeting.</p>	
	5.2.4	<p><u>Community Committee</u> Nothing new to report.</p>	
	5.2.5	<p><u>Policy Committee - Term 1 Review</u> BOT Policy - School Uniform Policy and Procedures The Uniform Policy and Procedures are owned by the Board who are responsible for its content. The trustees reviewed their policy.</p> <p><b>Motion moved:</b> <b>That the suggested changes to the School Docs Policy as distributed to the board prior to the meeting be accepted.</b> <b>Moved: Janine Irvine Seconded: Sarah Sutcliffe</b> <b>MOTION: Agreed</b></p> <p>Communication to go out to the community with updated policy attached.</p> <p>To ensure well kept and tidy uniforms are worn by students, those items donated for sale that are unfit for usage are removed from circulation.</p>	<p>Action: If adverse reaction to the new policy to survey the community for further feedback.</p> <p>Send new policy to school community</p>
	5.2.6	<p><u>Family and Friends Committee</u> Meeting to be held on Thursday - Sarah to attend.</p>	
	5.2.7	<p><u>Centenary Committee</u> Sarah presented her report to the meeting.</p> <p>Committee met last week - focused on the Family Fun Fiesta - planning is going really well. Nicola Thompson, Kirsten Fleming and Tina Olsen are doing a great job arranging this event.</p> <p>Plans for September celebrations are under way.</p> <p>Janine thanked the Committee, and the Fiesta Team in particular, for a huge effort.</p>	
	5.2.8	<p><u>Student Discipline Committee</u> Nothing new to report.</p> <p><b>Motion:</b> <b>That the Committee Reports above be accepted.</b> <b>Moved: Andrew Bason (Acting Chair)</b> <b>MOTION: Agreed</b></p>	



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<b>Chair</b>	<b>6.</b>	<b>Strategic Discussions</b>	
	6.1	Any further Items for Next Newsletter Refer to action items during the minutes.	
	6.2	<u>Draft Work Plan 2021/ 2022</u> The Draft Workplan was distributed prior to the meeting. Accepted.	
<b>Chair</b>	<b>7.</b>	<b>5. General Business</b>	
		Nothing new to report.	
<b>Chair</b>	<b>8.</b>	<b>Self Review – against our role (as required)</b> Deferred to next meeting	
<b>Chair</b>	<b>9.</b>	<b>In-Committee Meeting: (as required)</b>	

The meeting moved into in-committee at 7.48pm  
The meeting closed at 8.00pm