



## Notice of a Meeting of the Board of Trustees

25 February 2021 6.00pm - 9.00pm

School Board Room

**Present:** Nick Mackeson-Smith, Janine Irvine, Sarah Sutcliffe, Andrew Bason, Kirstin Fleming, George Tan, Sanjeev Deva and Anne Patel  
**Apologies:** None  
**In Attendance:** Dawn Wood, Shanthan Naidu  
**Scribe:** Janet Glover

Time/Speaker	Ref	Detail	Motion/Action
	<b>1.1</b>	Welcome	
	<b>1.2</b>	Any changes to Agenda - none	
<b>Chair</b>	<b>2.0</b>	<b>Election of Chair and Officers</b>	
	<b>2.1</b>	<p><b>2021 Election of Chair and Officers</b></p> <p>The 2019 BOT Governance Manual was distributed prior to the meeting. Any recommended changes should be given to Janet prior to the next meeting for redistribution of the final March reviewed version.</p> <p><b><u>BOT Chair</u></b>  Call for nominations.  Nick Mackeson-Smith agreed to stand again.  <b>MOTION:</b>  <b>That Nick Mackeson-Smith be elected as the BOT Chair.</b>  <b>Moved: Andrew Bason, Seconded: Sarah Sutcliffe</b>  <b>MOTION: Agreed</b></p> <p><b><u>Deputy Chair</u></b>  Call for nominations.  Andrew Bason agreed to stand again.  <b>MOTION:</b>  <b>That Andrew Bason be elected as Deputy Chair.</b>  <b>Moved: Kirstin Fleming, Seconded: Anne Patel</b>  <b>MOTION: Agreed</b></p> <p><b><u>Treasurer</u></b>  Call for nominations.  Sarah Sutcliffe agreed to stand again.  <b>MOTION:</b>  <b>That Sarah Sutcliffe be elected as BOT Treasurer</b>  <b>Moved: Nick Mackeson-Smith, Seconded: Andrew Bason</b></p>	



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		<p><b><u>Committees - nominations accepted as follows</u></b></p> <p><u>Finance / Property Committee</u></p> <ul style="list-style-type: none"> <li>- Sarah Sutcliffe</li> <li>- Shanthan Naidu</li> <li>- Janine Irvine</li> <li>- Shane Moser</li> </ul> <p><u>Health and Safety Committee</u></p> <ul style="list-style-type: none"> <li>- Sanjeev Deva</li> <li>- Janine Irvine</li> </ul> <p><u>Personnel Committee</u></p> <ul style="list-style-type: none"> <li>- Nick Mackeson-Smith</li> <li>- Janine Irvine</li> </ul> <p><u>Community Committee</u></p> <ul style="list-style-type: none"> <li>- Anne Patel</li> <li>- Janine Irvine</li> </ul> <p><u>Policy Committee</u></p> <ul style="list-style-type: none"> <li>- Andrew Bason</li> <li>- Janine Irvine</li> </ul> <p><u>Family and Friends Committee</u></p> <ul style="list-style-type: none"> <li>- Sarah Sutcliffe</li> <li>- Janine Irvine</li> </ul> <p><u>Student Discipline Committee</u></p> <ul style="list-style-type: none"> <li>- A Trustees who is available</li> <li>- Janine Irvine</li> </ul> <p><u>Centenary Committee</u></p> <ul style="list-style-type: none"> <li>- Sarah Sutcliffe</li> <li>- Anne Patel</li> </ul> <p><b>Motion:</b>  <b>That the office holder nominations be accepted.</b>  <b>Moved: Nick Mackeson-Smith</b>  <b>MOTION: Agreed</b></p> <p><u>Speaking Rights</u>  <b>Motion:</b>  <b>That the Associate Principals in attendance have speaking rights.</b>  <b>Moved: Nick Mackeson-Smith</b>  <b>MOTION: Agreed</b></p>	
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		<u>Governance Manual</u> Poster to be put up on the wall each meeting Flow chart - Governance vs Management  <u>BOT Manual</u> Distributed prior to the meeting. Trustees to read and feed back any recommended changes to Janet prior to the next meeting.  Code of Conduct to be brought to the next meeting.	Janet to organise poster.  Trustees to feedback recommended changes  Add Code of Conduct to the agenda
<b>6.15pm-6.30pm</b>	<b>3.0</b>	<b>Administration</b>	
Newly Elected Chair	3.1  3.2  3.3  3.4  3.5	<u>Karakia</u> The trustees joined in the karakia.  No Apologies  <u>Declaration of Conflict of Interest</u> No conflicts noted.  <u>Adopt of previous meetings Minutes</u> 3.4.1 November 2020 3.4.2 December 2020 Distributed prior to the meeting.  <b>Motion:</b> <b>That the BOT minutes for November and December be accepted subject to changes made to the electronic version.</b> <b>MOTION: Agreed</b>  <u>BOT 2021 Meeting Dates</u> The meeting dates for 2021 were distributed prior to the meeting - accepted.	Janet to send Calendar meeting invitations.
	<b>4.</b>	<b>Correspondence</b>	
Chair	4.1  4.2	<u>Inwards</u> 4.1.1 Deloitte Annual Audit Update Lette. 4.1.2 School Governance - A guide for NZSTA member boards 4.1.3 Changes to the By-Election Process  <u>Outwards</u> No outward correspondence	



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		<b>Motion:</b> <b>That the inwards correspondence be accepted.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Accepted</b>	
	<b>5.</b>	<b>Monitoring: Annual Plan</b>	
Principal (Janine Irvine)	5.1  5.1.1           5.1.2	<p><b><u>Principal's Report</u></b> - Janine Irvine - Principal            The Principal's report was distributed prior to the meeting.</p> <p><u>Charter, Analysis of Variance, Strategic Plan, Targets and Milestones, and Annual Plan</u>            This report was distributed prior to the meeting.</p> <p>Janine presented her reports to the meeting. The trustees had the opportunity to ask questions and clarify.</p> <p>NELP (National Education Learning Priorities) have been linked through to the targets. Action Plan will identify how this can be achieved.            Ensure that enough evidence is accumulated. Janine updated the document.</p> <p><b>Motion:</b>  <b>That the Charter, Analysis of Variance, Strategic Plan, Targets and Milestones and Annual Plan be accepted with the recommended alterations.</b>  <b>Moved: Sanjeev Deva and Sarah Sutcliffe</b>  <b>MOTION: Agreed</b></p> <p><u>Achievement Comparison 2019 to End 2020</u>            This report was distributed prior to the meeting.</p> <p>Janine presented the report. Trustees had the opportunity to asked questions            This report was a combination of data merged from ETAP and HERO.</p> <p>Been great to see the Whanau groups around the school building across school relationships.</p> <p>Great strategies have been put into place. More programmes have been put in for 2021 over and above that of 2020 to help boost some groups that have dropped.</p>	<p>Add to the Agenda            Payment of donations.</p> <p>Refresh NZ Curriculum document to be shared with the trustees.</p>



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		<p>Screen usage at home could have a large impact on oral and written language.</p> <p>Need to look at new students to school if they come in at below to lift their levels.</p> <p>Reference to NAG 1 of the Governance Manual from a Governance perspective.</p> <p><b>Motion:</b> <b>That the Achievement Comparison 2019 to End 2020 be accepted.</b> <b>Moved: Kirstin Fleming, Seconded: Anne Patel</b> <b>MOTION: Agreed</b></p>	
	5.1.3	<p><u>Achievement Data for 2020 - Progress Data</u> This report was distributed prior to the meeting. Shanthan presented his report.</p> <p>New entrants' start date in relation to the report can slant the data. Agreed that it was a good idea to leave out new students if they have only just started in new entrants as they won't have been at school long enough.</p> <p>Individual class data has been shared with teachers to identify further investigation requirements.</p> <p><b>Motion:</b> <b>That the Achievement Data for 2020 - Progress Report be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Andrew Bason</b> <b>MOTION: Agreed</b></p>	
	5.1.4	<p>Continuation of Principal's Report</p> <p><u>SAARS Report</u> - This is an audit requirement. The 2020 School Annual Accrual Report as provided by Novopay has been checked and reconciled by the Principal.</p> <p><b>Motion:</b> <b>That the School Annual Accrual Report as approved by the principal be accepted.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	



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	5.1.4	<p><u>Delegation Schedule 2021</u></p> <p>This report was distributed prior to the meeting. Delegations are as per previous years.</p> <ul style="list-style-type: none"> <li>- Principal's Appraisal Chair time capacity to complete the Management Appraisal this year has been affected, this will be outsourced Chair will still appoint and oversee.</li> <li>- Delegation of Principal Role Terms 1 and 3 - Shanthan Naidu Terms 2 and 4 - Dawn Wood</li> </ul> <p><b>Motion:</b> <b>That the Principal's Report be accepted.</b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	
Treasurer (Sarah Sutcliffe)	5.2 5.2.1	<p><u>Sub- Committee Reports:</u> <u>Finance / Property Committee</u> (No February Meeting prior to the BOT meeting)</p> <ul style="list-style-type: none"> <li>a. Finance/Property Minutes and Action Register</li> <li>b. <u>Financial Statements</u> For month ending December 2020 Final deficit of approximately (\$30,000) is expected. Excellent work finding a savings of \$100,000 out of the budget.  2021 is a very tight budget.  There may be a requirement during the year that the budget may need to tap into the \$100,000 accumulated funds from the 2020 year.</li> <li>c. Property Report - 25 February 2021 Update to admin upgrade - complete.</li> <li>d. 2021 Final Budget (to be uploaded Wed)</li> </ul> <p><b>Motion:</b> <b>That the 2021 Final Budget with a deficit of (\$21,993) be accepted.</b> <b>Moved: Sarah Sutcliffe, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	



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	5.2.2	<u>Health and Safety Committee</u> Health and Safety Meeting Dates distributed. Sanjeev to attend - dates accepted.	
	5.2.3	<u>Personnel Committee</u> Nothing new to discuss.	
	5.2.4	<u>Community Committee</u> Nothing new to discuss.	
	5.2.5	<u>Policy Committee</u> - Term 1 Review - Home Learning - Finance and Property Management Policies were distributed prior to the meeting and review process completed.  <b>Motion:</b> <b>That the Home Learning Procedure, and Finance and Property Management Policy be accepted.</b> <b>Moved: Andrew Bason, Seconded: Anne Patel</b> <b>MOTION: Agreed</b>  A new policy CCTV Surveillance has been included on the SchooDocs website for our school. Accepted.	
	5.2.6	<u>Family and Friends Committee</u> The current committee group who have historically been a large group are struggling with small numbers handling event management. It is a challenge and important to build up parents' support to help with discos, school fundraising events, etc. To go into the next BOT newsletter.	
	5.2.7	<u>Centenary Committee</u> Opening ceremony was very successful with the cutting of a ribbon, lifting of the time capsule and followed by cupcakes for all.  Family Fun Fiesta - organising group underway. Commemorative Booklet - being started. Facebook page is live. Donations link is live. Alumni webpage is now live.  Stainless steel for plaques has very kindly been donated by a parent.	



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	5.2.8	<p>Advertising is imperative from now. More coms to go out. Centenary t-shirts to be made for staff and volunteers. Use of a QR Code to donation page.</p> <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: Sanjeev Deva, Seconded: Kirstin Fleming</b> <b>MOTION: Agreed</b></p>	
<b>Chair</b>	<b>6.</b>	<b>Strategic Discussions</b>	
	6.1	<p>Any further Items for Next Newsletter</p> <ul style="list-style-type: none"> <li>- School Donation Letter to go out</li> <li>- Family Fun Fiesta</li> <li>- Centenary</li> <li>- 3rd Lockdown</li> <li>- Disposition - Flexibility</li> <li>- Welcome new families</li> <li>- Thanks to Komatua for building blessing</li> </ul>	
	6.2	<p><u><a href="#">Draft Work Plan 2022</a></u> Any recommended changes bring these to the meeting.</p> <p>Co-opted or Selected Trustees on the board. Bring schedule to the next meeting. With a new BOT Trustee election in 2022 it is important to have continuity to consider co-opting.</p>	
	6.3	<p><u><a href="#">Action Register</a></u> <b>The action register was reviewed</b></p>	
<b>Chair</b>	<b>7.</b>	<b>5. General Business</b>	
		No new business.	
<b>Chair</b>	<b>8.</b>	<b>Self Review – against our role (as required)</b>	
<b>Chair</b>	<b>9.</b>	<b>In-Committee Meeting: (as required)</b>	

The trustees moved into in-committee - 8.00pm

The meeting closed at 8.13pm

[OTHER LINKS - BOT HOME PAGE](#)