

Minutes of a Meeting of the Board of Trustees

24th October 2023 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

Minutes

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Chair)	1.1	Attending - Online Google Meeting Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Anthony Fong, Vijay Patel, Michelle Nayagam, Emma Henderson, Anne-Marie Shepherd, Vicki Brooke (Trustees)	
	1.2	In Attendance - Dawn Wood	
6.00-6.02pm	2.0	Welcome	
Welcome / Nau mai haere mai (Chair)	2.1	Karakia The board shared in a karakia.	
	2.2	Mihimihi Nick shared a Mihi.	
6.02-6.05pm	3.0	Administration	
Admin / Kaiwhakahaere (Chair)	3.1	Declaration of Conflict of Interest	
	3.2	Any changes to Agenda - Inwards Correspondence, new item added.	
	3.3	Ministry of Education - Property Modifications To be discussed later in the meeting.	
	3.4	Approval of Minutes held - September 2023 Motion: <i>That the Minutes of Meeting held on 19 September</i> <i>2023 be accepted.</i> Moved: Nick Mackeson-Smith MOTION: Agreed Urgent Matters Arising From the Minutes (all other non urgent matters are deferred to 6.3 Action Register)	
6.15-6.20pm	4.0	Correspondence	
Correspondence Nga reta reta (Chair)	4.1	Click here for the Correspondence Folder Inwards Email Thread - Leave Requests (in committee)	

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	4.2	<p>Ministry of Education Letter Property Modifications were presented to the Board to support a new student with special needs. There will be no cost to the school.</p> <p>Motion: That the property modifications be accepted Moved: Nick Mackeson-Smith MotION: Agreed</p> <p>Outwards - invitation to Cornwall Park Trust has continued to deferred. by CPTB. Will keep trying to make contact with the new manager.</p> <p>Motion: <i>That the inwards correspondence be accepted and outwards correspondence be ratified</i> Moved: Nick Mackeson-Smith MOTION: Agreed</p>	
6.20-7.00pm	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Principal)	5.1	<p>The <u>Principal's Report</u> Principal's Report was distributed prior to the meeting (taken as read)</p> <p>BOT were invited to view the new pool in the morning following the staff breakfast. International Student numbers for 2024 are increasing.</p> <p>Motion: <i>That the Principal's Report be accepted.</i> Moved Anthony Fong, Seconded: Vicki Brooke MOTION: Agreed</p> <p>Leadership Opportunities - lots of new leaders have picked up these roles in the 2023 year.</p> <p>ESOL and Eureka leaders to come to the next meeting.</p>	
Property Report	5.2	<p>Property Report (refer to the Principal's Report)</p> <p>Property Update</p> <p><u>Pool Update</u> - Pool is open for the classes to use from this week. WaterLions will be starting in the next few weeks. Parents will be able to utilise the pool from mid November. Pool is sitting at 31 degrees.</p>	Add to Agenda in March to review.

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		There is continued communications with WaterLions as they build their clientele and regarding the support they will be providing the school for the summer swimming programme of our school community.	
Finance Reports (Documents in folders)	5.3	<p><u>Finance Report - September 2023</u> The Finance Report for the month of September was distributed prior to the meeting.</p> <p><u>Finance Report and Narrative</u> Vijay presented the report to the meeting.</p> <p>Motion: <i>That the Financial Statements and Narrative for the month of September with a surplus of \$24,698 be accepted.</i> Moved: Vijay Patel, Seconded: Anthony Fong MOTION: Agreed</p> <p><u>Audited Financial Report 2022</u> - Update - still pending. Deloitte has had another staff member leave delaying our accounts yet another month. Pressure has been put on them to have them ready for the November meeting.</p>	
Policy Review	5.4	<p><u>SchoolDocs Internal Reviews for Term 4</u></p> <ul style="list-style-type: none"> - Curriculum and Student Achievement Information (board) - Health Education (board) 	
Health and Safety	5.5	No new developments.	
Friends and Family	5.6	<p>Minutes of Meeting- uploaded to the drive (on the day of the meeting) and tabled for the meeting.</p> <p>Accounts - to come next meeting</p> <p>Fiesta Update - date for 2024 - Sunday 7 April F&F Meeting feedback - The Board would be happy for a year's break if required, however, it was fed back that there is good interest from a group that wants to organise this - still needs to get a few more involved but there is enough to get the momentum increasing. The date set aside is Sunday 7th April 2024.</p> <p>Discussion on the impact on the budget. Agreed to have income set at \$20,000 and earmark any income over costs to the playground, leave fixed assets at \$80,000.</p>	

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		Term 1 Week 2 - BOT, Management, F&F, teaching staff all in attendance at a community meeting, mix and mingle - to be confirmed.	Add to action plan
7.00-8.00pm	6.	Strategic Discussions	
<i>(Chair)</i>	6.1	Any further Items for Next Newsletter No new business.	
	6.2	Updated WorkPlan 2023 No further updates	
	6.3	Action Register Donations Letter - deferred to next meeting.	Bring to Nov meeting.
8.00-8.10pm	7.	5. General Business	
<i>(Chair)</i>		Trustees Attendance / Hours Schedule Reminder - complete hours in schedule Flag Day - save the date 5 December Looking for a speaker, Michelle, Dawn and Janine to contact some recommendations. Any recommendations for Friends of the School - nominations list to come to the next meeting.	
Not required	8.	Self Review – against our role (as required) Hautu - Self Review To be held once per term	
<i>(All Trustees)</i>			

7.04-8.15pm	9.	In-Committee Meeting: (as required)	
		Leave Applications - endorsement from email trail Resignations Appointments for 2024 New Leave Request The meeting went in-committee.	

The trustees shared in a closing Karakia
THE MEETING CLOSED AT 7.25pm