



## Notice of a Meeting of the Board of Trustees

22 November 2022 6.00pm - 8.00pm

Held by Zoom Meeting

### MINUTES

**PRESENT:** Nick Mackeson-Smith (Chair), Janine Irvine (Principal), Vijay Patel (Treasurer), Anne-Marie Shepherd, Michelle Nayagam, Emma Henderson, Vicki Brooke (Trustees)

**APOLOGIES:** Anthony Fong

**SCRIBE:** Janet Glover

| Time/Speaker                               | Ref        | Detail  | Motion/Action                     |
|--|------------|---|-----------------------------------|
| Attendees<br>Te hunga i tae mai<br>(Chair) | 1.1        | <b>In Attendance - nil</b>  |                                   |
| <b>6.00-6.05pm</b>                         | <b>2.0</b> | <b>Welcome</b>  |                                   |
| Welcome /<br>Nau mai haere mai<br>(Chair)  | 2.1        | <b>Karakia</b><br>Tihei mauri ora!<br>E ngā mana, e ngā reo, e ngā hau e whā<br>Tēnā koutou, tēnā koutou, tēnā koutou katoa<br><u>Translation</u><br>Behold the breath of life!<br>To all the authorities, all the voices, to the four winds gathered here.<br>Greetings, greetings, greetings to everyone. |                                   |
|  | 2.2        | <b>Mihimihi</b><br>Kei ngā maunga whakahī, Kei ngā wai tuku kiri,<br>Kei ngā mātāwaka o te motu, Ka nui te mihi.<br><u>Translation</u><br>To those who connect to the mountains, the rivers and oceans across the land. Hello and welcome to you.   |                                   |
| <b>6.05-6.10pm</b>                         | <b>3.0</b> | <b>Administration</b>   |                                   |
| Admin /<br>Kaiwhakahaere<br>(Chair)        | 3.1        | <b>Declaration of Conflict of Interest</b><br>No conflicts noted.   |                                   |
|  | 3.2        |   |                                   |
|  | 3.3        | <b>Any changes to Agenda</b><br>No changes to the agenda<br>- Spreadsheet added to drive<br>-   |                                   |
|  | 3.4        | <b>Approval of Minutes held</b><br>- 27 September 2022<br>- 25 October 2022<br><b>MOTION:</b><br><b>That the minutes of meeting for September and October be accepted.</b>  | <b>Motion:</b><br>Approve Minutes |

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|   |                       | <p><b>Moved: Vijay Patel, Seconded: Vicki Brooke</b><br/><b>MOTION: Agreed</b></p> <p><b>Urgent Matters Arising From the Minutes</b><br/>(all other non urgent matters are deferred to 6.3 Action Register)</p>  |  |
| <b>6.10-6.15pm</b>  | <b>4.0</b>            | <b>Correspondence</b>  |  |
| <p><b>Correspondence</b><br/><b>Nga reta reta</b><br/><b>(Chair)</b></p>        | <p>4.1</p> <p>4.2</p> | <p>Inwards<br/>Thank you letter received from employee - In-Committee</p> <p>Moved in-committee<br/>Refer separate notes.<br/>Came out of in-committee.</p> <p><u>Outwards</u><br/>Letters from the auditors have been received to put on letterhead and return for the Final 2021 Annual Reports to be released.<br/>Moved: Nick Mackeson-Smith<br/>MOTION: Agreed</p> <p><b>Motion:</b><br/><b>That the Inwards Correspondence be accepted, and the Outwards Correspondence be ratified.</b><br/><b>Moved: Nick Mackeson-Smith</b><br/><b>MOTION: Agreed</b></p> | <p><b>Motion:</b> Adopt inwards and ratify outwards correspondence</p>   |
| <b>6.15-7.00pm</b>  | <b>5.</b>             | <b>Monitoring: Annual Plan</b>   |  |
| <p><b>Principal's Report</b><br/><b>Te Ripoata a te Tumuaki (Principal)</b></p> | 5.1                   | <p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> <p>Janine presented her report at the meeting.<br/>The Review of Strategic Plan 2022 was distributed prior to the meeting.<br/>Trustees had the opportunity to feedback on the review of Strategic actions.</p> <p><u>Te Ao Māori - Community Survey</u> was difficult to do in Term 3 2022 due to the BOT elections and change over to a new board.</p> <p>Should this be pushed out prior to the end of the year.</p> <p><u>Staffing</u></p>          | <p>Nick to create a survey in readiness for when the Board is ready to sent it out.<br/>Nick and Anne-Marie to work on the questions</p> |

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|  | <p>In effect, staffing is in place for next year.<br/>Class placement is progressing well, taking into consideration parent requests received from survey.</p> <p><u>Draft Budget 2022</u><br/>The 2023 budget was distributed as a draft budget. Will not be finalised until early next year.<br/>No questions.</p> <p><b>Motion:</b><br/><b>That the Draft Budget be accepted in principle and that this will be finalised in February 2023.</b></p> <p><b>Moved: Vijay Patel, Seconded:</b><br/><b>Motion: Agreed</b></p> <p><u>Property Update</u><br/>Building Project on target<br/>Fitness trail currently being installed</p> <p>Swimming Pool<br/>A local Swim School has been contacted to ascertain interest in running their programme from our Pool. They have agreed to a trial process. This will hopefully help the school to target a breakeven with the cost of the chemicals being.</p> <p><u>History of the pool (last few years)</u><br/>Health and safety legislation changed making the principal fully responsible for every user of the pool to the most serious action of being imprisoned. Any user could behave badly or inappropriately causing an injury or serious incident, and Janine would be responsible.</p> <p>Without a full time lifeguard on duty, this puts a lot of pressure on the community.</p> <p><u>Proposal outlined in the Principal's Report distributed prior to the board meeting</u><br/>For full details refer to the full recommendation.</p> <p><b>Motion:</b><br/><b>That the trial proposal to utilise the services of Waterlions Swim School to run their swimming lesson programme, provide a Pool Manager onsite at all times, and to provide swimming time for parents and children (by way of pool key tag payment to the school) and be responsible for health and safety at the times open to parents.</b></p> | <p>together</p> <p>Nick to send out comms to the community.</p> |
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|  |  | <p><b>Moved: Janine Irvine, Seconded: Nick Mackeson-Smith</b><br/><b>MOTION: Agreed</b></p> <p>A timetable for swimming lessons and open time to school community be created and confirmed.<br/>Provide an online reference for users to check availability.</p> <p><b>Motion:</b><br/><b>That a maximum number of key tags be sold to parents/caregivers be set at 60 users for a cost of \$180.</b><br/><b>Moved: Vijay Patel, Seconded: Nick Mackeson-Smith</b><br/><b>MOTION: Agreed</b></p> <p><b>Moved:</b><br/><b>That advertising boards are acceptable on the pool fences to advertise the Swim School. The control of the size and wording on the sign be approved by management.</b><br/><b>Moved: Janine Irvine, Seconded: Nick Mackeson-Smith</b><br/><b>Motion Agreed</b></p> <p><b><u>Finance Report</u></b></p> <p><b><u>School Donation 2023</u></b></p> <p><b>Motion:</b><br/><b>that the School Donation be increased to \$490 per annum per student. \$480 for early bird.</b><br/><b>Moved: Vijay Patel, Seconded: Anne-Marie Shepherd.</b><br/><b>MOTION: Agreed</b></p> <p>Direct parents to pay their school donation through Supergenerous rather than through Kindo ??? check with Nick</p> <p>Financial Statement for months of October<br/><b>MOTION:</b><br/><b>That the Financial Statements for the month ending 31 October 2022 with a surplus of \$51,287 be accepted.</b><br/><b>Moved: Vijay Patel, Seconded: Vicky Brooke</b><br/><b>MOTION: Agreed</b></p> <ul style="list-style-type: none"> <li>Friends and Family Report / Financials 2022 Review of Leadership Opportunities for Teachers (deferred to November)</li> </ul> <p><b>Accepted.</b></p> | <p>Anne-Marie help with Comms to go to Community</p> |
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|                     |     |  |                                      |
|---------------------|-----|--|--------------------------------------|
|                     |     | Principal Report<br><b>MOTION:</b><br><b>That the Principal's Report be accepted.</b><br><b>Moved: Janine Irvine, Seconded: Vijay Patel</b><br><b>MOTION: Agreed</b>   |                                      |
| Principal Reporting |     | Continuation of Principal's Report <ul style="list-style-type: none"> <li>• ERO Report</li> <li>• 2021 Audited Annual Report - Update<br/>(we are hoping to have the final early next week - this will be uploaded to the drive on arrival)</li> <li>• Policy Review</li> <li>• Finance Update<br/>- School Donation</li> <li>• Leadership Opportunities in 2022</li> <li>• Assurances</li> <li>• Health and Safety Report - Term 3</li> </ul> |                                      |
| 7.00-8.00pm         | 6.  | <b>Strategic Discussions</b>   |                                      |
| (Chair)             | 6.1 | Any further Items for Next Newsletter<br><a href="#">ERO Link</a><br>School Donations<br>Pool Usage<br>Interest for the Fiesta (also go through Facebook) <ul style="list-style-type: none"> <li>- Use 2021 Form to send out to parents for interest - Flag Day - grab a coffee before 9.15am - subsidised to \$3</li> </ul>   | Janet to create<br>- Emma to support |
|                     | 6.2 | <u>Consultation on Charter and Strategic Plan</u> <ul style="list-style-type: none"> <li>- To roll over the current Charter and Strategic Plan</li> <li>- Send out community survey for beginning of 2023</li> <li>- Ask for feedback on how the Board is tracking</li> </ul>  |                                      |
|                     | 6.3 | <ul style="list-style-type: none"> <li>- Look into the Pasifika group - sharing back with the school best ways forward for their students.</li> <li>- <a href="https://gazette.education.govt.nz/articles/supporting-the-wellbeing-of-pasifika-communities/">https://gazette.education.govt.nz/articles/supporting-the-wellbeing-of-pasifika-communities/</a></li> </ul>   |                                      |
|                     | 6.4 | Work Plan 2022 - no new changes  |                                      |
|                     | 6.5 | Flag Day - A coffees van will be available on Flag Day for parents to purchase coffees prior to Flag Day. Staff will be paid for by the Board \$5.50 per coffee = token for free coffee given to staff - board and guest speaker.  |                                      |
|                     | 6.6 | Morning tea will be provided for BOT and invited guests following the ceremony.  |                                      |

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|                       |           | <p>Gates will be open to families/community so that they may get in and get seated early.</p> <p><u>Property Showcase</u> - to be held at the Student Led Conferences - screen rotating pictures of the school, suggestion box, trustees to volunteer to be available to answer any questions - in the hall. F&amp;F will also be available, students "Patterns" display to view.</p> <p>Action Register Reviewed.</p> | <p>Janet to put out a Form for times that Trustees can be available.</p> |
| <b>8.00-8.10pm</b>    | <b>7.</b> | <b>5. General Business</b>   |  |
|                       |           | <p>Charities supported each year - feedback from parents received.</p> <p>Staff Xmas Gift - \$50 per staff - Westfield Voucher Cards to be made and all trustees sign.</p> <p>Motion:<br/>That the Staff Xmas Gift be approved at \$50 per staff.<br/>Moved: Nick Mackeson-Smith<br/>MOTion: Agreed</p>  |  |
| <i>(Chair)</i>        |           | <p>Trustees Attendance / Hours Schedule<br/>Reminder - complete hours in schedule</p>  |  |
| <b>Not required</b>   | <b>8.</b> | <b>Self Review – against our role (as required)<br/>Hautu - Self Review<br/>To be held once per term (deferred to March 2023)</b>  |  |
| <i>(All Trustees)</i> |           |  |  |

|                    |           |  |  |
|--------------------|-----------|--|--|
| <b>8.10-8.15pm</b> | <b>9.</b> | <b>In-Committee Meeting: (as required)</b> |  |
|--------------------|-----------|--|--|

Closing Karakia

THE MEETING CLOSED AT 8.35pm