

## Minutes of a Meeting of the Board of Trustees

19 November 2024 - 6.30pm - 8.30pm (Online)

Held at 193 Green Lane West, Greenlane

**BOUNCE BACK Report will be uploaded to the drive on Monday.**

Time/Speaker	Ref	Detail	Motion/Action
<b>Attendees</b> <b>Te hunga i tae mai</b> <b>(Presiding Member)</b>	1.1	<b>Attending</b> Nick Mackeson-Smith, Emma Henderson, Janine Irvine, Anthony Fong, Jasmine Reynolds, Shane Moser, Vicki Brooke, Vijay Patel, and Michelle Nayagam	
	1.2	<b>Apologies</b> - Anne-Marie Shepherd, Vijay (late), Michelle (late)	
	1.3	<b>In Attendance:</b> Dawn Wood	
	1.4	<b>Scribe:</b> Janet Glover  <b>Ratification to Co-Opt New Trustees</b> Nick welcomed the new trustees, Jasmine Reynolds and Shane Moser who were nominated to be co-opted and approved through WhatsApp Group approval. New trustees were being co-opted to provide continuity for a new incoming Board in the 2025 year.  Everyone introduced themselves.  <i>It was noted that the WhatsApp online approval thread to co-opt Jasmine and Shane has been included on file.</i>  <b>Moved:</b> <b>That the co-option of Jasmine Reynolds and Shane Moser to the Board of Trustees for a period of two years from 19 November 2024 be ratified.</b> <b>Moved: Nick Mackeson-Smith</b> <b>Motion: Accepted.</b>	
<b>6.30-6.35pm</b>	<b>2.0</b>	<b>Welcome</b>	
<b>Welcome /</b> <b>Nau mai haere mai</b> <b>(Presiding Member)</b>	2.1	<b>Karakia</b> The trustees joined in a karakia.	
	2.2	<b>Mihimihi</b> Nick shared a mihimihi.	
<b>6.35pmBOUN</b>	<b>3.0</b>	<b>Administration</b>	
<b>Admin /</b> <b>Kaiwhakahaere</b> <b>(Presiding Member)</b>	3.1	<b>Declaration of Conflict of Interest (Register)</b> No new declarations were identified	

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	3.2	<b>Any changes to Agenda</b> <ul style="list-style-type: none"> <li>- Bounce Back report uploaded to the Google Folder</li> <li>- General Business - 4 items added</li> </ul> Vijay joined the meeting - Vijay to leave at 7.45pm	
	3.3	<b>Approval of Minutes</b> <b>Motion:</b> <i>That the minutes of a meeting held on 17 September be accepted.</i> <b>Moved: Vicki Brooke, Seconded: Janine Irvine</b> <b>MOTION: Agreed</b>	
	3.4	<b>Urgent Matters Arising From the Previous Minutes</b> (all other non urgent matters are deferred to 6.3 Action Register)  Michelle joined the meeting.	
<b>6.40pm</b>	<b>4.0</b>	<b>Correspondence</b>	
<b>Correspondence</b> <b>Nga reta reta</b> <i>(Presiding Member)</i>	4.1 4.2	<b>Inwards</b> Deloitte, Hamilton - Audit and Fee Proposal 2024-2026 Email - Trustee Co-option replies NZSBA Members, have your say! - NZCER Survey  <b>Outwards</b> Approve executed letters to go to Deloitte to be signed and dated 19 November 2024. <ul style="list-style-type: none"> <li>- Letter of Engagement</li> <li>- Acknowledgement of Proposal to conduct Audits for 2024, 2025 and 2026</li> </ul> <b>Moved:</b> <i>That the Letter of Engagement and Acknowledgement of Proposal to conduct Audits for 2024, 2025 and 2026 be executed.</i>  <i>To be discussed later in the meeting.</i>	
<b>6.45pm</b>	<b>5.</b>	<b>Monitoring: Annual Plan</b>	
<b>Principal's Report</b> <b>Te Ripoata a te</b> <b>Tumuaki (Principal)</b>	5.1	The Principal's Report and respective reports were distributed prior to the meeting (taken as read)  Janine presented feedback on her recent visit and learnings from Finland.	

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		<p><u>APTEC and University of Waikato School Based Teacher Training Programme 2025</u></p> <p><b>Moved:</b> <b><i>That a current employee be sponsored to access the School Based Teacher Training Programme in 2025. This is one year.</i></b> <b>Moved: Janine Irvine, Seconded: Shane Moser</b> <b>MOTION: Agreed</b></p> <p><i>Janine to make a few minor changes to contract</i> <i>.1 2024</i> <i>.6 he/she - to change to they</i></p> <p>The following reports were tabled as read.</p> <ul style="list-style-type: none"> <li>• Attendance - 66% getting to school on time. Our school has a short allowance for being late.</li> <li>• Strategic &amp; Annual Plan 2024</li> <li>• School TV Summary of Usage 2024</li> <li>• 2024 Self Review Summary for the BOT</li> <li>• Staff Wellbeing Report for 2024</li> <li>• School Workplace Evaluation and Investigation Group</li> <li>• Bounce Back Report</li> </ul> <p><u>School Timetabling changes for 2025</u> - the school day is to be split up in different time blocks. This will be going out to parents before the end of the year. Moving forward with monitoring, to look at any changes in behaviour, health and safety etc.</p> <p>Trustee had a robust discussion on the findings of these reports. All reports were accepted.</p> <p><u>School Workplace Evaluation and Investigation Group</u> Janine presented to the meeting further information supporting her involvement in a new investigation group. Trustees discussed this new professional development and each had the opportunity to feedback their support or concerns.</p> <p><b>Moved:</b> <b><i>That Janine Irvine (Principal) be given approval to attend the School Workplace Evaluation and Investigation Group Professional Development in 2025 with a cost of approximately \$12,000.</i></b> <b>Moved: Shane - Seconded: Vicki</b> <b>MOTION: Agreed - 1 vote against.</b></p> <p>It was noted that the cost of the Principal's 2024 trip to Finland had not been funded by the school, this was covered by the updated Primary Principals Collective Agreement whereby funding from the Ministry of Education of \$6,000 in 2023 and</p>	<p>Janine to change contract</p>
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		<p>\$6,000 in 2024 collectively covered the cost of this trip and did not come from school budgets.</p> <p><u>Policy Review - Term 4 2024</u> Term 4 policies were taken as read. Any recommendations for change to be given to Janine.</p> <p><u>Concurrence</u> Accepted.</p> <p><u>International Students</u> Of the 22 students enrolled for 2024, 7 left during the year, 15 were still attending, 13 would be leaving at the end of the year (9x Year 6) and a further 8 are currently in the pipeline to start at the beginning of 2025.</p> <p><b>Moved:</b> <b><i>That the Principal's Report be accepted.</i></b> <b>Moved: Jasmine Reynolds, Seconded: Michelle Nayagam</b> <b>MOTION: Agreed</b></p>	
Finance Reports (Treasurer)	5.2	<p>Financial Statements - September and October 2024</p> <p>Vijay presented the finance report to the meeting.</p> <p><b>Moved:</b> <b><i>That the financial statements for September with a surplus of \$257,242 and October 2024 with a surplus of \$216,146 be accepted.</i></b> <b>Moved: Vijay Patel, Seconded: Anthony Fong</b> <b>MOTION: Agreed</b></p> <p><b>Moved:</b> <b><i>That the Draft Budget for 2025 with a surplus of \$517.00 be accepted.</i></b> <b>Motion: Vijay Patel, Seconded: Emma Henderson</b> <b>MOTION: Agreed</b></p>	
Whanau Hui Update	5.3	<p>In Anne-Marie's absence, Jasmine presented the report from the last Hui.</p> <p>Hosting a Kapa Haka Festival in Term 1 2025. This is a huge event that we will be showcasing. More information will come next year.</p> <p>Marae Visit (Auckland) for the Kapa Haka group is being considered and further information currently been acquired. Whakaroa - fundraising in 2024 will help to contribute to the cost. A hope to have this erected prior to the Kapa Haka Festival. Thanks went to Anne-Marie for her valuable feedback to the Board, she will be sadly missed at future Huis.</p>	

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<b>Friends and Family Report (Delegate)</b>	5.4	Emma presented her report. The Friends and Family Chairperson, Rebecca Heatley, will be leaving at the end of the year. A huge thanks to her for all her support and contributions to the school. Family picnic coming up at the end of the year.	
<b>Health and Safety Committee (Delegate - Anne-Marie)</b>	5.5	<u>Health and Safety Meeting</u> Next meeting will be held on 20 November 2024 - Anne Marie to attend. Now that Shane is on the Board he agreed to feedback from future meetings when required.	
<b>7.15pm</b>	<b>6.</b>	<b>Strategic Discussions</b>	
<b>(Presiding Member)</b>	6.1	<u>BOT Newsletter</u> Nick called for items for the next post.	
	6.2	<u>Proposed WorkPlan 2024</u> No further updates	
	6.3	<u>Action Register</u> Reviewed and updated.	
<b>8.00pm</b>	<b>7.</b>	<b>5. General Business</b>	
<b>(Presiding Member)</b>		<p><u>Trustees Attendance / Hours Schedule</u> (link to come) Reminder - complete hours in schedule</p> <p><u>Concurrence - 2025</u> <b>Moved:</b> <b><i>That the Board continues to support concurrence for the Principal for the 2025 year.</i></b> <b>Moved: Nick Mackeson-Smith.</b> <b>MOTION: Agreed</b></p> <p><u>2025 Teacher Only Day</u> Janine advised that there would be an additional Teacher Only Day (Government approved) scheduled for later in the 2025 year. Date to be confirmed.</p> <p><u>Community Swimming Timetable</u> <b>Moved:</b> <b><i>That the 2024/25 Swimming Timetable be accepted</i></b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	

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		<p><u>Staff Xmas Vouchers</u> A robust discussion on the issuing of Christmas thank you vouchers to staff was held. It was agreed to continue to extend this to staff for 2024 year as a way of valuing the work that they do each year. <b>Moved:</b> <b><i>That Westfield vouchers for staff be approved at the value of \$50 each.</i></b> <b>Moved: Shane Moser, Seconded: Emma Henderson</b> <b>MOTION: Agreed</b></p> <p>A huge thanks goes to Lonestar who donated 2000 vouchers to the school to distribute.</p> <p><u>Board Chair Meeting 2025</u> Nick has offered CPDS at Hosts for the next meeting in March next year. NZSTA to pay for catering.</p> <p><u>Fiesta - Sunday 6 April 2026</u> <b>Moved:</b> <b><i>That the Board supports the school holding a Fiesta to be held in April 2025.</i></b> <b>Moved: Emma Henderson, Seconded: Janine Irvine</b> <b>MOTION: Agreed</b></p> <p><u>Board Meeting and Dinner</u> <i>Moved to Thursday 12th.</i></p>	
Not required	8.	<p><b>Self Review – against our role (as required)</b> <b>Hautu - Self Review - Representation</b> <b>Trustees Review - <a href="#">Click here</a></b></p>	
(All Trustees)		Date to be set for next Review meeting in 2025	

8.10-8.15pm	9.	<b>In-Committee Meeting: (as required)</b>	
		<p><b>Personnel</b> <i>Discussed in-committee.</i></p>	

Meeting closed at 8.30pm