

## Minutes of a Meeting of the Board of Trustees

13 August 2024 - 6.30pm - 8.30pm

Held at 193 Green Lane West, Greenlane

### MINUTES

Time/Speaker	Ref	Detail	Motion/Action
<b>Attendees</b> <b>Te hunga i tae mai</b> <i>(Presiding Member)</i>	1.1	<b>Attending</b> - Nick Mackeson-Smith (Presiding Member), Janine Irvine (Principal), Vijay Patel, Anne-Marie Shepherd, Michelle Nayagam, Emma Henderson, Vicki Brooke (Trustees)	
	1.2	<b>Apologies</b> - Anthony Fong, Dawn will be late	
	1.3	<b>Visitors In Attendance</b> - Dawn Wood	
	1.4	<b>Scribe</b> - Janet Glover	
<b>6.30-6.35pm</b>	<b>2.0</b>	<b>Welcome</b>	
<b>Welcome /</b> <b>Nau mai haere mai</b> <i>(Presiding Member)</i>	2.1	<b>Karakia</b> The trustees shared in a karakia.	
	2.2	<b>Mihimihi</b> Nick shared a mihimihi.	
<b>6.35pm</b>	<b>3.0</b>	<b>Administration</b>	
<b>Admin /</b> <b>Kaiwhakahaere</b> <i>(Presiding Member)</i>	3.1	<b>Declaration of Conflict of Interest (Register)</b> - Nil	
	3.2	<b>Any changes to Agenda</b> - no changes	
	3.3	<b>Approval of Minutes held on 25 June 2024</b>	
	3.4	<p><b>Moved</b> <b><i>That the minutes of the meeting held on 25 June be accepted.</i></b> <b>Moved: Vijay Patel, Seconded - Vicki Brooke</b> <b>MOTION: Agreed</b></p> <p><b>Urgent Matters Arising From the Previous Minutes</b> (all other non urgent matters are deferred to 6.3 Action Register)</p> <ul style="list-style-type: none"> <li>Policy - Staff Gifts (refer to Principal's Report)</li> </ul> <p><b>Moved</b> <b><i>That the Staff Gifts procedure be approved.</i></b> <b>Moved: Emma Henderson, Seconded: Michelle Nayagam</b> <b>MOTION: Agreed</b></p>	

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6.40pm	4.0	Correspondence	
<b>Correspondence</b> <b>Nga reta reta</b> <b>(Presiding Member)</b>	4.1 4.2	<b>Outwards</b> Executed documents were sent to Deloitte <ul style="list-style-type: none"> <li>- Annual Report 2023</li> <li>- Standard Representation Letter 2023</li> <li>- Subsequent Events Letter 2023</li> </ul> <b>Inwards</b> Countersigned Annual Report now received and filed.  <b>Moved</b> <b><i>That the Outwards Correspondence be ratified and the Inwards Correspondence be accepted.</i></b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b>	
6.45pm	5.	Monitoring: Annual Plan	
<b>Principal's Report</b> <b>Te Ripoata a te</b> <b>Tumuaki (Principal)</b>	5.1	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> <p>Janine advised various schools from our local Auckland community are currently exploring the opportunity of forming a group to access Primary school funding for a year's study at Waikato University to grow training / learning support for staff leadership.</p> <ul style="list-style-type: none"> <li>- a day study</li> <li>- a day practicum (block practicum still undertaken)</li> <li>- a day employed per week.</li> </ul> <p>Graduate students from university will not be affected.</p> <p>Janine presented her report to the board (taken as read).</p> <ul style="list-style-type: none"> <li>• Property Update included: <ul style="list-style-type: none"> <li>- Driveway Fences - a car was driven through the wooden fence. This has since been replaced jointly with the boundary owner. Insurance claim submitted.</li> <li>- Replacement of Sensors</li> <li>- 10YP Maintenance Programme</li> <li>- Swimming Pool - further discussion under the finance report.</li> <li>- Bark for Junior Playground</li> </ul> </li> </ul>	Janine - Link to be sent to the board for those with further interest. Let Janine know if you want this.

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		<ul style="list-style-type: none"> <li>Board Assurances <ul style="list-style-type: none"> <li>Student Attendance Reporting to Parents on Student Progress and Achievement</li> <li>Searches, Surrender, and Retention of Property</li> <li>Minimising Physical Restraint</li> <li>Stand-down, Suspension, and Exclusion</li> <li>School Records Retention and Disposal</li> <li>Safety and Welfare for Students on Work Experience</li> </ul> </li> <li>-</li> </ul> <p>The board assurances were accepted</p> <ul style="list-style-type: none"> <li>Report - Achievement Levels for Mid 2024 <ul style="list-style-type: none"> <li>The report was accepted. Trustees had a robust discussion on the results. Positive feedback.</li> </ul> </li> <li>Policy Review ( Policy Folder) <ul style="list-style-type: none"> <li>Term 3 Review - any recommended changes</li> </ul> </li> <li>Policy Review ( Policy Folder) <p>The following policies are currently up for review.</p> <ul style="list-style-type: none"> <li>Concerns and Complaints (board)</li> <li>Media</li> <li>Performance Management (board)</li> <li>Professional Development</li> <li>Protected Disclosure (board)</li> <li>Staff Conduct Staff Leave</li> </ul> </li> <li>Policy - Staff Gifts updated recommendation (from previous meeting)</li> <li>Concurrence</li> <li>International Students</li> </ul> <p><b>Moved:</b> <b>That the Principal's Report be accepted</b> <b>Moved: Janine Irvine, Seconded: Vijay Patel</b> <b>MOTION: Agreed</b></p>	
Finance Reports (Treasurer)	5.2	<p>Financial Statements - June/July 2024</p> <p><b>Moved</b> <b>That the Financial Statements for the months of June and July accumulated with a surplus of \$234,965 be accepted.</b></p> <p><i>Keep monitoring the leave liability. Capital expenditure is getting close to budget as a result of the deposit paid for the new playground.</i></p>	

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		<p><i>Fixed asset register was moved from Musac to Xero during the start of the 2024 year. A major removal of This process is now complete. A final check is in the process and should be ready for review by the Treasurer prior to the next meeting.</i></p> <p><b>Moved: Vijay Patel, Seconded: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p> <p><b>Moved that the Balance Sheet Budget for 2024 with an expected Working Capital of \$753,949 as at 31 December 2024 be accepted.</b> <b>Moved: Vijay Patel, Seconded: Vicki Brooke</b> <b>MOTION: Agreed</b></p> <p><b>Moved:</b> <b>That the Depreciation Rates as presented be accepted.</b> <b>Moved: Nick Mackeson-Smith (PM)</b> <b>MOTION: Agreed</b></p>	
<b>Friends and Family Report (Delegate)</b>	5.4	<p><u>Friends and Family Report</u> Minutes of the Friends and Family committee for July 2024 were presented (taken as read).</p> <p>Emma presented a verbal report to the board. There has been a shift in parent support and attendance at the Friends and Family meeting. Request was received for a Pool Key and a Car Park access to be items available for auctioning at the up and coming F&amp;F Quiz Night.</p> <p>The board agreed to the carpark voucher being made available. Janine to ensure that the right criteria are attached to these. F&amp;F Fundraising efforts continually increase income to help to support the expenditure. Ensure that events do not run at a loss.</p> <p>The F&amp;F group is very considerate when agreeing to expenditure of funds and are well monitored. The board would like to show their appreciation to the amazing support that the Friends and Family fundraising contributes to major school expenditure. Thanks will go out in the next Board post.</p>	Vouchers for F&F Auction to be made. Janine to check criteria.
<b>Health and Safety Committee (Delegate)</b>	5.5	<p><u>Health and Safety Meeting</u> No new report</p>	

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<b>7.15pm</b>	<b>6.</b>	<b>Strategic Discussions</b>	
<i>(Presiding Member)</i>	6.1	Any further Items for Next <u>Newsletter</u>	
	6.2	<u>Proposed WorkPlan 2024</u> No further updates	
	6.3	<u>Action Register</u> The action register was reviewed and updated.	
<b>8.00pm</b>	<b>7.</b>	<b>5. General Business</b>	
<i>(Presiding Member)</i>		<u>Trustees Attendance / Hours Schedule</u> (link to come) Reminder - complete hours in schedule	
<b>Not required</b>	<b>8.</b>	<b>Self Review – against our role (as required)</b> <b>Hautu - Self Review</b> <b>To be held once per term</b>	
<i>(All Trustees)</i>		Review next meeting - onsite - 17 September 2024 Next topic - Representation Janet to distribute to the trustees prior to the next meeting so that they can take their time to accumulate their feedback.	Janet to compile feedback for next meeting

**Moved In-committee - 7.54pm**

**The meeting closed at 8.00pm**