

3 February 2022 Zoom Board of Trustees Agenda/ Meeting Minutes –

1. Administration Karakia

Mihimihi

- 1.1 Present
 - 1.2 Apologies
 - 1.3 Declaration of interests
- <http://www.governancepages.org.uk/faq-2/faq-25-32-2/25-conflict-of-interest/>

Karakia: Marisa

Apologies: Patricia Hepi (Member)

In attendance: Simon Hughes (Chairperson), Marisa Maclachlan (Member), Fale Lea'aetalafo'ou (Member), Hamish Peart (Member), Bernice Mata'utia (Principal), Rebecca Walker (Staff Representative), Jan Bills (Secretary/DP), Dale Munro (DP)

2. Discussion

2.0 Board discussions

2.1 - Welcome Bernice

2.2 - Research proposal ([Link to email](#))

2.3 - Parent request for music lessons ([Link to email](#))

Great to have you on board Bernice! Looking forward to 2022
Thanks to Marisa for representing the BOT at the Poowhiri to welcome Bernice

BOT feedback is to ask and garner feedback from the leadership team and Pasifika team and to make a decision based on this.

Discussion re costing, administration of the programme, equity of the programme
BOT is keen to further explore options that would bring music into the school
Currently does not work with red settings for COVID

Hamish to respond to the email declining the option and opening a dialogue towards other avenues

3. Monitoring

3.1 Finance Updates
[Finance Meeting](#)

Discussion re ensuring that the budget is realistic and representing the trends from previous years in allocation and the BOT responsibility in ensuring careful tracking
Understanding that there will be budgeting implications for relievers due to Covid Omicron

Motion: That the Finance report be accepted
Moved: Hamish | **Seconded:** Bernice | **Motion Passed**

Confirming the roll numbers as 379 this time last year
Discussion around the 75 leavers and the 30 NE coming in
Suggestion to put in place a tracking system to ensure that staffing will be secure going forward

<p>3.2 Principals Report Principals Report</p>	<p>Simon to ensure ongoing meetings have a time to go through the Policies Data from 2021 to be summarised for BOT in a way that enables narrative and trends</p> <p>Motion: That the Principals report be accepted Moved: Marisa Seconded: Simon Motion Passed</p>
<p><u>4 Strategic Discussions</u></p> <p>4.1 Strategic Plan Discussion</p>	<p>Initial thoughts are to look at what is important to continue, revisit and prioritise parts of the strategic plan that can move through as 2021 having been impacted by COVID Suggestion is to put in place a timeline for revising the plan and ensuring consultation and partnership with the community Review the 2021 consultation asking the community what is “Success” Meeting with BOT face-face to brainstorm ideas that are important to be represented in the strategic plan Review of the 2019-2021 plan is the first step to be put in place - Senior leadership team at the school to begin this and then meet face-face with the BOT Bernice to set a date re review of plan and communicate with the BOT</p>
<p><u>5. Identify Agenda Items for Next Meeting</u></p>	<p>What will succession planning look like for the BOT elections</p>
<p><u>6. Administration</u></p> <p>6.1 Confirmation of minutes Minutes from last meeting</p> <p>6.2 Correspondence</p> <p>6.3 Meeting dates for the year</p>	<p>Motion: That the minutes from the previous meeting be accepted Moved: Simon Seconded: Rebecca Motion Passed</p> <p>Meet first Thursday of each month 6.30-8.30 Finance meeting same day</p>
<p>7. In Committee -</p>	
<p>8. Meeting Closure</p> <p>8.1 Comments on meeting procedures and outcomes</p>	<p>Meeting closed 8.55 by Fale Congratulations to Bernice for a successful and productive first BOT meeting Bernice would like to acknowledge Dales work and the excellent hand over she has given.</p>