

3 June 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 Maclachlan

Apologies:

In attendance: Simon Hughes (Chairperson), Marisa Maclachlan (Member), Patricia Hepi (Member), Rebecca Walker (Staff Representative), Jan Bills (Secretary/DP)

By zoom: Hamish Peart (Member), Fale Lea'aetalafo'ou (Member)

Visitor: Dale Munro

2. Discussion

2.0 Board discussions

Policies

The link will need to be fixed to be better able to access the policies
Will need to agenda this for the next BOT meeting

Koha policy: Ongoing work to include..

- Remove word 'spontaneous'
- Remove word 'unsolicited'
- Link to school docs re receiving money
- Possible statement - Expectation koha will be in the range..... in exceptional circumstances ... would be agreed to
- Possible guideline for what the koha is for
- Koha is logged each time - reflect on the log and see what is evidenced for range of cost
- Koha definition to cover all elements of 'gift' Maori, Pasifika, European, Asian
- Koha is an acknowledgement of sharing knowledge and honouring the mana of the person who brings this gift - hence reciprocity

Amendment to Enrollment scheme re Maori Immersion Unit

Special Programme Type A Maori Immersion Classes amendment to enrolment scheme

Motion: Move that the BOT sign the amendment to enrollment scheme re Maori Immersion Unit

Moved: Marisa | **Seconded:** Rebecca | **Motion** Passed

<p>3. Monitoring</p> <p>3.1 Finance Updates</p> <p>3.2 Principals Report</p> <p>3.3 Bully Audit</p>	<p>Discussion and reporting back on finance meeting Motion: That the finance report be accepted Moved: Simon Seconded: Hamish Motion Passed</p> <p>Discussion for the BOT to be more aware of the health and safety practices that sit within the school and the BOT responsibility for this. Referral to the hazard register and how do we let the learning community know what these are? Important to ensure the systems are well socialised - attach to team meetings to keep these well informed Possibility of having ACC run a meeting for staff</p> <p>Motion: That the Principals report be accepted Moved: Patricia Seconded: Rebecca Motion Passed</p> <p>Discussion around understanding how bullying is responded to at MBS Circle training is a strategy that opens up and supports discussion around the way in which we respond to and care for each other</p>
<p>4 Strategic Discussions</p> <p>4.1 Behaviour Plan</p>	<p>Behaviour management within our school setting document shared with BOT for reflection and discussion. Has been shared with staff also.</p>
<p>5. Identify Agenda Items for Next Meeting</p>	<ul style="list-style-type: none"> • Health and Safety register/school docs/safety audit
<p>6. Administration</p> <p>6.1 Confirmation of minutes Minutes from last meeting</p> <p>6.2 Correspondence</p>	<p>Motion: That the minutes from the February and May meeting be accepted Moved: Seconded: Motion Passed</p> <p>Attached to Principals report: Letter re using the hall for Kapa Haka group, 20 hours spread over 4 days- initiated by staff member and asking for discount</p>

	<p>Motion: That BOT respond with total amount and offer a negotiated discount Moved: Patricia Seconded: Fale Motion Passed</p> <p>In hiring the hall recommend that there is a health and safety plan and an event risk management plan for the event provided, BOT to follow this up and bring back for discussion</p>
7. In Committee -	
8. Meeting Closure 8.1 Comments on meeting procedures and outcomes	Meeting closed 9.00 pm Tight efficient well run meeting - thank you Simon