

**5 May 2022 Board of Trustees Agenda/ Meeting Minutes –**

<p><b><u>1. Administration Karakia</u></b>  <b><u>Mihimihi</u></b>          1.1 Present          1.2 Apologies          1.3 Declaration of interests</p>	<p>Karakia: Jan  <b>Apologies:</b>  <b>In attendance:</b> Simon Hughes (Chairperson), Marisa Maclachlan (Member), Fale Lea'aetalafo'ou (Member), Patricia Hepi (Member), Hamish Peart (Member), Bernice Mata'utia (Principal), Rebecca Walker (Staff Representative), Jan Bills (Secretary/DP)</p>
<p><b><u>2. Discussion</u></b>           2.1 Covid response                 2.2 NZSTA T2 checklist</p>	<p>At orange discussion re mask wearing and MOE strongly encouraging mask wearing Y4-6. Mask wearing is not mandated          Health professionals message currently supports mask wearing -' we encourage you to wear a mask'          Question: Do children have a voice in the mask wearing? This maybe a discussion with parents and consensus reached at this point on wearing a mask.          Important to keep communication simple and clear with community</p> <p>Elections 5-23 September - need to begin a plan around who is staying going and way forward          Suggestion that this is a monthly agenda item          Good to start shoulder tapping people</p>
<p><b><u>3. Monitoring</u></b>           3.1 Finance Report                 3.2 Principals Report</p>	<p>Currently slightly under budget - tracking well          Kirsten to be invited to the next meeting and all BOT members are welcome to join - can look at the preparation for mid year checking on track          Checking in with Property consultant re the long term maintenance deposits</p> <p><b>Motion:</b> That the Finance report be accepted  <b>Moved:</b>  Simon <b>Seconded:</b> Hamish  <b>Motion</b> Passed</p> <p>Implications of roll numbers with MOE re staffing roll return July 2022 - good to track this</p>

Principals Report	<p>Bernice to confirm her appraiser - the BOT would like to fully support her in her role and ensure this is in place  Bernice currently has in place a mentor  Bernice currently has in place a first time principal facilitator</p> <p><b>Motion:</b> That the Principals report be accepted  <b>Moved:</b>Simon   <b>Seconded:</b> Rebecca   <b>Motion</b> Passed</p>
<b><u>4 Strategic Discussions</u></b>	<p>Charter and Annual plan have recently been finalised  Important to maintain the strategic plan as a living document - put this up around the school</p> <p>Important to ensure that the BOT do not use social media or whats App for BOT business</p>
<b><u>5. Health &amp; Safety</u></b>	<p>Bernice to put in place a risk assessment in conjunction with the BOT Health and Safety committee to then reassure the Board that at Orange the school has carried out a risk assessment</p> <p>Using the playground at the weekend and the gates being unlocked encouraging the playground for the community to use - this is a fund raised school asset not MOE. Will need ongoing budgeting for the upkeep of the playground.  What insurances are in place for the playground?</p> <p>What are the potential liabilities for people being harmed outside of school hours?  What are the RAMs for the playground - documented</p>
<b><u>6. Community Engagement</u></b>	<p>Strategic Plan has been sent out to the community  Survey to whanau re digital information effective consultation  Board Talk is in the newsletter and established  Talanoa Goal Setting - 2 evenings have been held in Week 1 T2  Te Hiaroa are planning a date for whanau hui and will share date in the upcoming weeks  Discussion has been had with senior leadership team around holding fono now we are coming back to full site operation - zoom workshops will be set up this term  Suggestion that Bernice strengthens her profile through hui around 'meet me'  As the playground build comes to closure touching base with PTA to ensure that there is preparation for the opening, capturing the story of the playground - Bernice and Hamish to work with this - good to put a timeframe around this</p>

<b>7. Identify Agenda Items for Next Meeting</b>	<ul style="list-style-type: none"> <li>● Reporting back from the Health and Safety Committee</li> <li>● Student Safety analysis</li> </ul>
<b>8. Administration</b>  8.1 Confirmation of minutes Minutes from last meeting  8.2 Correspondence	<b>Motion:</b> That the minutes for the previous Board meeting be accepted <b>Moved:</b> Fale   <b>Seconded:</b> Patricia   <b>Motion</b> Passed
<b>9. In Committee -</b>	
<b>10. Meeting Closure</b> 10.1 Comments on meeting procedures and outcomes	Meeting closed: 8.25pm