

7 April 2022 Board of Trustees Agenda/ Meeting Minutes –

**1. Administration Karakia**

**Mihimihi**

- 1.1 Present
- 1.2 Apologies
- 1.3 Declaration of interests

Karakia: Fale

**Apologies:**

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

**2. Discussion**

2.1 Playground updates

Steph and Matua Jordan to set in place the stories for the playground and present these  
Committee seeking sponsorship from successful businesses and school whanau for parts of the playground - eg  
\$100 for a log  
\$3,000 for a fort  
\$2,500 for a seat etc  
Lotteries community application, and potentially 2 more grants  
Ensure this is a community playground - solar lighting  
Signage  
Ongoing maintenance of the playground - guidelines for the playground framed around kaitiakitanga  
Naming the playground and acknowledge Arthur Bird

BOT Questions re the community aspect of the playground:

Ongoing maintenance  
Insurances - Vandalism  
Health and Safety - liability

**NOTE:**

Bernice has requested that the building team erect temporary fencing to encompass the pool  
The contractors need to ensure signage is in place  
Disappointingly the contractors did not submit their health and safety prior to coming on site  
BOT noted the importance of instant notification to Work and Safety of any concerns

2.2 Covid Update

Over 90% of our students have returned to school  
BOT need to be clear on legislation and employment around the removal of vaccine passes - no longer mandatory  
Advised to hold onto the register currently held by the school re staff vaccinations - this is highly confidential

	<p>Still in red</p> <p>No vaccination risk assessment guidance to be referred to Health and Safety Committee</p> <p>Students who are compromised or have immune concerns need to ensure they are safe with learning support</p>
<p><b>3. Monitoring</b></p> <p>3.1 Finance Updates</p> <p>3.2 2022 Budget approval</p> <p>3.2 Principals Report</p> <p>3.3 Health and Safety</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>(Budget approved via email) -  Fri, Apr 1, 6:02 PM (6 days ago)</p> <p><b>Motion:</b> The Board to approve the final draft 2022 Budget.  <b>Moved:</b> Hamish   <b>Seconded:</b> Trish   <b>Motion</b> Passed</p> <p>Bernice acknowledged Nicola Rush the teacher enviro leader for the work she has done to get the garden boxes up and running  Flyer will be going out to ask for volunteer support on the Saturday the boxes are being built  This is a follow up for student inquiry where the gardens were student planned  Whanau survey carried out re: whanau engaging with school - shared with the BOT</p> <p>Bernice to talk with Te Hiaroa re a hui whanau onsite potentially first week back T2 following the appropriate health and safety guidelines</p> <p>Mangere Bridge Behaviour Management Plan - to be shared with the BOT</p> <p><b>Motion:</b> That the Principals report be accepted  <b>Moved:</b> Simon   <b>Seconded:</b> Hamish   <b>Motion</b> Passed</p> <p>Refer to actions from our H&amp;S hui (here)</p> <p><b>Motion:</b> That a Health and Safety sub committee be formed; Principal, Staff Rep, 2x BOT Member, Caretaker  <b>Moved:</b> Simon   <b>Seconded:</b> Rebecca   <b>Motion</b> Passed</p> <p>Principal to chair the meeting - meet termly to feed back to BOT hui  Please review the policies and ensure your voice is commenting on this</p>
<p><b>4 Strategic Discussions</b></p>	

<p>4.1 Charter/ Analysis of Variance Annual Plan</p> <p>4.2 Succession Planning</p>	<p>Thank you for the BOT feedback around the Charter Next steps: To share the Charter with the community and offer to answer any questions by meeting with BOT members/Principal To upload the Charter to the portal Analysis of Variance submitted to MOE Annual Plan submitted to MOE</p> <p><b>Motion:</b> That the Charter, Analysis of Variance and the Annual Plan are all approved and can be loaded on the portal <b>Moved:</b> Hamish   <b>Seconded:</b> Fale   <b>Motion</b> Passed</p> <p>Using the school newsletter as a conduit for advertising the upcoming election What a board is and what they do,</p> <p>'Board Talk' for the newsletter this will be 4x per term - schedule shared with BOT, Marisa to carry the thread for this and have BOT members cone on board to write a piece Needs to include policy review applicable for the community as they arise on the overview Narrative for the playground</p>
<p><b><u>5. Identify Agenda Items for Next Meeting</u></b></p>	
<p><b><u>6. Administration</u></b></p> <p>6.1 Confirmation of minutes Minutes from last meeting</p> <p>6.2 Correspondence</p>	<p><b>Motion:</b> That the minutes from the previous meeting be passed <b>Moved:</b> Simon   <b>Seconded:</b> Rebecca   <b>Motion</b> Passed</p> <ul style="list-style-type: none"> <li>● OIA requests - alerting BOT to this forward to Hamish</li> </ul>
<p><b>7. In Committee -</b></p>	<p>In committee 8.50pm Out of committee 8.53pm</p>
<p><b>8. Meeting Closure</b> 8.1 Comments on meeting procedures and outcomes</p>	<p>meeting closed 9.00pm by Hamish</p>