

7 July 2022 Board of Trustees Agenda/ Meeting Minutes –

<p>1. Administration Karakia <u>Mihimihi</u> 1.1 Present 1.2 Apologies 1.3 Declaration of interests</p>	<p>Karakia: Fale Apologies: In attendance: 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>2. Discussion <u>2.0 Board discussions</u> 2.1 Mask wearing in Term 3 2.2 T2 Policy Reviews: <ul style="list-style-type: none">● Recording and reporting accidents and incidents● Behaviour Management 2.3 Annual Report</p>	<p>Flu vaccinations are now free for children - 2 weeks to be effective Encourage mask wearing and Ministry is issuing child size masks to schools BOT support using MOE language strongly encouraging the wearing of masks Important to continue communicating this on the return to school T3</p> <p>BOT have accessed and collectively viewed these policies</p> <p>Certified Annual report has been submitted to the portal - this goes onto the website. Has been emailed to BOT who will need to read this and ask for it to be approved. Any changes will need a meeting to discuss and changes will need to be submitted to the portal - website and portal documents need to match</p>
<p>3. Monitoring 3.1 Finance update</p>	<p>Zoom session with Kirsten:</p> <ul style="list-style-type: none">● Checking in on the Reliever budget and where this currently sits - does this need to be separated into sick relievers/PLD <p>It is possible to have multiple reliever codes and these can be set up Is possible to set up a code for relievers who release teacher so it would be clear where this sits on the budget</p>

<p>3.2 Principals Report</p>	<p>Ministry has reduced it to 4 days continuous sick and then the funding will kick in for COVID as opposed to the usual 8 days. This Ministry funding needs to be an awareness and is not necessarily offset. Relievers usage - 2021 \$66,000 Have we budgeted in different areas for release? Kirsten to follow up with this</p> <ul style="list-style-type: none"> • Query whether any changes need to be made to the budget looking at this a mid year review <p>Would be looking at the June budget and Kirsten can do an analysis of this for the end of July and the BOT can potentially pass these changes to the expenditure lines at the next meeting</p> <ul style="list-style-type: none"> • Ministry income is 200% more than budgeted for - Special Education is tracking well • Payment to the PTA is still in process - looking positive <p>Kirsten is cautiously optimistic for the budget Certified Annual report has been submitted to the portal - this goes onto the website Management report will come and this is issued by the auditors and only for the BOT can be shared with Kirsten</p> <p>Motion: That the Finance report be accepted Moved: Simon Seconded: Patricia Motion Passed</p> <p>Currently mid year data is being moderated - will be ready for next meeting Query from the BOT re the roll and the previous years staffing allocation in respect of number of teaching staff July roll return has been submitted Large cohort of Y6 leaving Roll of approx 65 children out of zone interested in coming to the school - this has long term implications in funding over a 6 year cycle Y3/4 are currently the lowest cohort BOT would be interested in speaking with MOE representative to inquire into the implications of community growth Springboard Trust requires the Principal to have been in the position for 2 years to engage with PD Priority for BOT is to know there is an Appraiser in place to ensure they are supporting Bernice in the best possible way</p> <p>Motion: That the Principals report be accepted Moved: Patricia Seconded: Fale Motion Passed</p>
<p>4 Strategic Discussions</p>	<p>Strategic discussion around the Health curriculum BOT will form a subcommittee to investigate the Relationships and Sexuality curriculum</p>
<p>5. Health & Safety</p>	

<p><u>Health and Safety</u></p>	<p>Refer to Principals report also for link</p>
<p><u>6. Community Engagement</u></p> <p><u>6.1</u> BOT Elections</p>	<p>BOT to reach out and shoulder tap potential BOT members Nominations will close on 5 August 2022 Community notice will go out last day of T2</p> <ul style="list-style-type: none"> • As per email stream 30th June 2022 4.55pm <p>Motion: That Kathleen Phelps be appointed the Returning Officer for the 2022 BOT elections Moved: Bernice Seconded: Marisa Motion Passed</p>
<p><u>6. Administration</u></p> <p>6.1 Confirmation of minutes Minutes from last meeting</p> <p>6.2 Correspondence</p>	<p>Motion: Moved: Hamish Seconded: Rebecca Motion Passed</p>
<p><u>8. Meeting Closure</u></p> <p>8.1 Comments on meeting procedures and outcomes</p>	<p>meeting closed 9.00pm</p>