

Board of Trustees Agenda/ Meeting Minutes – 08/04/2021

1. Administration Karakia Mihimihi

- 1.1 Present
- 1.2 Apologies
- 1.3 Declaration of interests

Karakia: Simon

Apologies:

In attendance: Simon Huges (Chairperson), Marisa Maclachlan (Member), Fale Lea'aetalafo'ou (Member), Patricia Hepi (Member), Hamish Peart (Member), Rebecca Walker (Staff Representative), Jan Bills (Secretary/DP)

2. Discussion

2.0 Board discussions

2.1 Confirm Board Roles and Sub Committees

- (i). Nominations and voting for Board Chair**
- (ii). Nominations and voting for Deputy Chair**
- (iii). Nominations and voting for Secretary**

2.1 Motion: To accept Status Quo of positions

Board Chair: Simon Hughes

Deputy Chair: Hamish Peart/Patricia Hepi

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

Motion: That Jan Bills be the meeting secretary

Moved: Marisa / **Seconded:** Fale **Motion** Passed

2.1 Establishment of subcommittees and delegations if required

(I). Finance Committee/ Property Committee

Outcome for (i):

Motion: That Simon/ Fale/Hamish/Trish will be the Finance/Property Committee

Moved: Simon | **Seconded:** Patricia | **Motion** Passed

2.2 Confirm meeting dates for the year

Motion: Finance meeting to be Wednesday prior to the BOT meeting

Moved: Simon | **Seconded:** Fale | **Motion** Passed

Motion: BOT meeting to be first Thursday of each month as below

6 May, 3 June, 1 July, 5 August, 2 September, 4 November

Moved: Simon | **Seconded:** Trish | **Motion** Passed

2.3 New housing developments within school zone

Hamish, Steph and Simon have met with local residents - in response to questioning they expressed school concerns would be around increasing traffic, parking, movement of pedestrians around the school,

<p>Correspondence re: Proposed Revocation - 3R Taylor Road</p> <p>2.3 Hall Hire Correspondence from Maxine Inu to use the hall</p>	<p>implications for school roll and subsequent building/property. Residents intend to put forward submissions. School offered support and the use of the hall should there be a need for a public meeting. Building development in the zone will have implications for roll growth.</p> <p>There is a potential land issue for school with Proposed Reserve Revocation - 3R Taylor Road need to raise objections with the council before 14 April 2021.</p> <p>Motion: That Steph raise with the Ministry a potential issue with 3R Taylor Road Moved: Hamish Seconded: Patricia Motion Passed</p> <p>Motion: That Hamish and Simon submit an objection to the revocation of reserve land 3R Taylor Road Moved: Simon Seconded: Marisa Motion Passed</p> <p>Carry over action point from previous meeting in contacting the Church Group to finalise the contract Motion: That OHS Niuean Group has use of the hall as per her correspondence Moved: Fale Seconded: Rebecca Motion Passed</p>
<p><u>3. Monitoring</u></p> <p>3.1 Finance Updates</p> <p>3.2 Principals Report</p>	<p>Motion: That the 2021 Budget be accepted Moved: Simon Seconded: Rebecca Motion Passed</p> <p>Discussion reviewing the Finance and Property Management Policy Covering Koha Process: Cash withdrawn by card holder, Principal counted into envelopes koha, DP checked by counting and signed, given to school liaison to sign and pass to appropriate person</p> <p>Principal to draft a procedure for Koha Board Chair to draft a policy Marisa to review the above To be tabled at next BOT meeting Submitted by school management to School Docs</p> <p>Fale would like the PB4L data to be added to the Principal report and this will be reinstated in the next report and Rebecca will contribute this monthly</p>

<p>3.3 Monitoring Student Progress</p>	<p>Discussion re homework expectations - clarifying this. Sending this information out in conjunction with the Talanoa Goal setting</p> <p>Motion: That the Principals report be accepted Moved: Hamish Seconded: Simon Motion Passed</p> <p>Process for monitoring children - Leadership meeting weekly, team meeting weekly Steph shared the meeting minutes from a leadership meeting to inform the Board of the way in which the school operates with the ongoing narrative of children progressing.</p> <p>Shared a team meeting document to see how student progress is reflected in weekly monitoring and discussions. Discussion reflects the PD that is operating in the school and how this is impacting on the ongoing learning. Sharing of ideas to problem solve next steps. Focus strongly on children who are on the cusp and how these children are moving to meet goals.</p> <p>Informing the BOT that currently going through the audit and Simon and Steph have completed some surveys for this.</p> <p>3.4 Audit and Annual Report Update Steph to circulate the MBS 2020 Annual Report and to be agended for next meeting</p>
<p>4 Strategic Discussions</p> <p>4.1 School Community Engagement</p>	<p>Marisa raised the possibility of informing the community around the process of the BOT. Fale suggested a rolling monthly BOT clip to be uploaded on Facebook for each BOT member to talk about their role and what they do. Candace to clip this onto the school website Marisa to set up scheduled facebook page to promote to the community the BOT meeting - Steph to give admin rights Calendar invites to Powhiri - Jan</p>
<p>5. Identify Agenda Items for Next Meeting</p>	<p>Koha policy/procedure</p>
<p>6. Administration</p> <p>6.1 Confirmation of minutes Minutes from last meeting</p> <p>6.2 Correspondence</p>	<p>To be presented at next BOT meeting</p>
<p>7. In Committee -</p>	<p>7.59pm in committee /8.10pm out of committee</p>
<p>8. Meeting Closure</p> <p>8.1 Comments on meeting procedures and outcomes</p>	<p>8.45 pm meeting closed</p>