

9 November 2021 *Board of Trustees Agenda/ Meeting Minutes – Zoom*

<p><b><u>1. Administration Karakia Mihimihi</u></b> 1.1 Present 1.2 Apologies 1.3 Declaration of interests <a href="http://www.governancepages.org.uk/faq-2/faq-25-32-2/25-conflict-of-interest/">http://www.governancepages.org.uk/faq-2/faq-25-32-2/25-conflict-of-interest/</a></p>	<p>Karakia: Hamish <b>Apologies:</b> <b>In attendance:</b> Simon Hughes (Chairperson), Marisa Maclachlan (Member), Fale Lea'aetalafo'ou (Member), Patricia Hepi (Member), Hamish Peart (Member), Dale Munro (Acting Principal), Rebecca Walker (Staff Representative), Jan Bills (Secretary/DP)</p>
<p><b><u>2. Discussion</u></b> <b><u>2.0 Board discussions</u></b>  2.1 - Whakawhanaunga with Tavake Marsters-Singh (SKIDS)  2.2 - COVID update and responses  2.3 - Enrolment scheme - hui with MoE and local schools</p>	<p>Regional operations manager - new to the role and introducing herself to the BOT, previous franchise sold back to the head office. Looking forward to getting back into the school, connecting and keeping kids safe. Following on from COVID unsure of staff retention/liability of coming back on board and ensuring the safety of children. Have own Covid protocols and happy to send this through to the school. Focus is on wellbeing for the staff and building the business. Ensuring that it is a quality programme that is being delivered. Working with language weeks and school student inquiry.</p> <p>Dependent on the upcoming MOE broadcast re the response</p> <p>Refer to Principals report - will need to be followed up at next meeting as has impact for the school and a BOT response may be needed</p>

### **3. Monitoring**

#### 3.1 [Finance Update](#)

Dale to invite Kirsten to the next finance hui and this will be opened to all BOT

GoFund to support with funding applications to replace our 5 ActivPanels (current loan has expired), these are worth \$40,000 - suggest we go with them because they have a great presence in the community with grants, they are paying the application fees. We need to pay for the audit at the end of the year and a contribution from the school.

**Total cost to us: \$3,174.60** (+ \$6,417,60 GST which we will get back at the end of the year).

- School to apply for assistance with the cost of 5 x Active Panel – Interactive Displays.
- To Lion Foundation - \$15,000.00, to New Zealand Community Trust \$15,000.00 and to Rano Community Trust - \$10,284.60

**Motion:** That the Go Fund application for 5 active panels is approved.

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

**Motion:** That the Finance report be accepted

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

Discussion re implications for Te Hiaroa tamariki's learning with respect to potential Kahui Ako position - assurance given by Dale that this would not impact negatively.

#### 3.2 Principals Report [Principals Report](#)

	<p><b>Motion:</b> That the Principals report be accepted  <b>Moved:</b> Simon   <b>Seconded:</b> Fale   <b>Motion</b> Passed</p> <p><b>Motion:</b> That Fale, Hamish and Simon are nominated to support the Acting Principal in Covid employment matters  <b>Moved:</b> Marisa   <b>Seconded:</b> Rebecca   <b>Motion</b> Passed</p>
<p><b><u>4 Strategic Discussions</u></b></p> <p>4.1 Strategic planning</p>	<p>Simon approached Colin Dale and he indicated he would be happy to help BOT to work on strategic plan at no cost. Dale to also submit a suggestion for a facilitator to the BOT. BOT to confirm a facilitator at the next meeting.</p> <p>Initial meeting to review strategic plan:  Thursday 25 November 4-6 pm  BOT, Senior leadership, Principal</p> <p>Prior to meeting:</p> <ul style="list-style-type: none"> <li>● BOT will read current plan</li> <li>● BOT will familiarise themselves with the suggested format circulated by Dale</li> <li>● Dale to send suggested questions to stimulate discussion</li> </ul>
<p><b><u>5. Identify Agenda Items for Next Meeting</u></b></p>	<p>Confirm facilitator for ongoing 3 year Strategic Plan writing</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> Rebecca   <b>Seconded:</b> Hamish   <b>Motion</b> Passed</p> <p>Enrolment scheme as per Principal report</p>

	<b>Motion:</b> <b>Moved:   Seconded:   Motion Passed</b>
<b>7. In Committee -</b>	
<b>8. Meeting Closure</b> 8.1 Comments on meeting procedures and outcomes	meeting closed 9.15pm