

1 September 2022 Board of Trustees Agenda/ Meeting Minutes –

1. Administration Karakia

Mihimihi

- 1.1 Present
- 1.2 Apologies
- 1.3 Declaration of interests

<http://www.governancepages.org.uk/faq-2/faq-25-32-2/25-conflict-of-interest/>

Karakia: Hamish

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)

2. Discussion

2.0 Board discussions

- 2.1 - Our last Hui - reflections

Commend Simon for his excellent job in chairing the BOT and the steady hands he has brought to the job
Simon has appreciated the team he has around him and the way people can respectfully share opinions and ideas
Thank you from Bernice to the BOT for appointing her to the role as Principal

Board dinner proposed for 7.00pm Thursday 15 September 2022 - Simon to send invite venue TBC

3. Monitoring

- 3.1 [Finance Updates](#)

Motion: That the finance report be approved
Moved: Simon | **Seconded:** Bernice | **Motion** Passed

- 3.2 [Principals Report](#)

To ensure the school continues to maintain environments explore the possibility of extending the caretaker hours and this would relate to further budgeting
Board would like Principal to put in place a more effective hazard register which is able to be recorded and managed through a link/spreadsheet which in turn is monitored and filtered by the health and safety officer. This will ensure the instances are dated and actioned accordingly with appropriate follow-up.
Thank you for the opportunity to attend the Pasifika Principals fono
Principal to ensure the data shared re student achievement is anonymous

Motion: That the Principals report be approved
Moved: | Marisa **Seconded:** | Patricia **Motion** Passed

<p>3.3 Annual Audit Report - recommendations:</p> <ul style="list-style-type: none"> ● School payroll controls (Necessary) ● Uploading of Invoices to Xero (Beneficial) <p>3.4 Policy Review</p> <ul style="list-style-type: none"> ● Child protection ● Sun Protection ● Harassment <p>3.5 Playground Update</p>	<p>How do we get assurances that the controls recommended in the report are in place? Management to work on this and bring to the next BOT meeting - can be put in place for the induction of the new Board Motion: That the Audit recommendation that the Board ask management for assurance that appropriate controls are in place at the school over payroll transactions, consistent with the updated guidance. Moved:Fale Seconded:Rebecca Motion Passed</p> <p>Keeping Ourself Safe programme - ensuring that this is in place moving forward from COVID lockdowns Training for staff in dealing with disclosure would be valuable Possibility of monitoring UV levels to check the appropriate annual date for instigating sunhat wearing</p> <p>How do we communicate the expectations with the community? Further thought in platforms to share the MBS Way</p> <p>Thank you from Bernice to the committee for the work that has been done to this point to enable the playground opening on 2 september 2022. Sponsors will be acknowledged in this instance and the committee have raised \$20,000 to this point</p>
<p><u>4 Strategic Discussions</u></p> <p>4.1 - White Heron ECE - lease agreement</p>	<p>Principal to negotiate this with the ECE and to ensure the gates are included in the discussion. The gates need to be locked during the day for children’s safety. To liaise with BOT if issues arise.</p>
<p><u>5. Health & Safety</u></p> <p>5.1 - Update from H&S Committee Healthy and Safety Committee Minutes - minutes include Health Curriculum discussions</p>	<p>Consultation as set in place in this instance could be a potential model for future consultations utilising different platforms to give access to our whanau, using performance and</p> <p>Motion: That the Health and Safety report be approved Moved: Rebecca Seconded: Bernice Motion Passed</p>
<p><u>6. Community Engagement</u></p> <p>6.1 Election Updates</p>	<p>Promoting the candidates can be through a zoom session recorded and put in as a private video that can be uplinked to the community or a live zoom on Wednesday evening 7.30 am - Marisa to organise this with the returning officer Blurbs and faces need to be in the newsletter</p>

	Promoting the voting at upcoming school events Booking the NZSTA conference for the new board - Principal to investigate
6. Administration 6.1 Confirmation of minutes Minutes from last meeting	Motion: That the minutes from the previous meeting be passed Moved: Fale Seconded: Rebecca Motion
7. In Committee - 8.25 pm In committee 8.40 pm Out of Committee	
8. Meeting Closure 8.1 Comments on meeting procedures and outcomes	8.50 pm Closing karakia Marisa and Patricia
	To Do actions:
8.2 Preparation for next meeting	<input type="checkbox"/> Simon to send invite to BOT dinner venue TBC ✓ <input type="checkbox"/> Bernice to review and establish spreadsheet hazard register <input type="checkbox"/> Bernice to check data shared with BOT is anonymous <input type="checkbox"/> Management to assure BOT that controls recommended in audit report are in place - what does this look like <input type="checkbox"/> Marisa to organise community zoom session for BOT candidates ✓