

27 October 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: Piki

Apologies: Toni Hirovanaa (Member)

In attendance: Simon Hughes (Chairperson), Piki Diamond (Member), Fale Lea'aetalafo'ou (Member), Hamish Peart (Member), Bernice Mata'utia (Principal), Rebecca Walker (Staff Representative)

2. Discussion

2.0 Board discussions

2.1 Role and Responsibilities

Put roles and responsibilities into a policy. Look to review the roles and responsibilities at the beginning of next year.

Motion: For Simon to continue to be chair person

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

Motion: For Hamish and Fale to be co-deputy chairs

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

Discussion around the role of Secretary. Bernice shared information from NZSTA. Bernice and Simon to look into the role, and what it entails.

Staff Survey

Bernice shared a summary from the 'wellbeing survey' with possible next steps. The board acknowledges the amount of mahi that went into preparing the summary. Bernice will continue to work though the data for key themes in order to make action points.

Bite size wellbeing sessions - would be good to get feedback from the staff at the end.

Gates

The Board has agreed to lock the school gates after school and in the weekends.

ECE White Heron Lease

The board is happy to sign the new lease agreement. Will look into options of the gates and how to make this easier for both parties.

Hall Hire

Looking for someone to be able to open and lock up the hall when it is hired. Simon to email the staff to see if anyone is interested. Piki and Bernice will look for information on hiring the hall regularly.

<p>Conference Reflections & Learnings</p> <p>(Review procedures - eg Complaints/ Stand down)</p>	<p>Will look at the next month</p> <p>Motion: Moved: Seconded: Motion Passed</p>
<p><u>3. Monitoring</u></p> <p>3.1 Finance Updates Finance Hui</p> <p>3.2 Principals Report Principals Report</p>	<p>Motion: That the Finance report be accepted Moved: Fale Seconded: Piki Motion Passed</p> <p>Motion: That the Principals report be accepted Moved: Rebecca Seconded: Hamish Motion Passed</p> <p>Launchpad Proposal will be looked more into in the next hui. More discussions around Te Hiaroa and a Maori plan</p>
<p><u>4 Strategic Discussions</u></p> <p>4.1 Behaviour Plan</p>	<p>Motion: Moved: Seconded: Motion Passed</p>
<p><u>5. Health & Safety</u> Health & Safety Hui</p>	
<p><u>6. Community Engagement</u></p>	<p>Nothing specific for this hui.</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: That the minutes from the previous meeting be passed Moved: Hamish Seconded: Fale Motion Passed</p> <p>We acknowledge the correspondence from Teresa and Bernice will look at this at a management level.</p>
<p>7. In Committee -</p>	
<p>8. Meeting Closure 8.1 Comments on meeting procedures and outcomes</p>	<p>2 more meetings for the rest of the year. Next hui on Thursday 17 November and then Monday 5 December</p> <p>meeting closed 9.16</p>
	<p>To Do Actions:</p>
<p>8.2 Preparation for next meeting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bernice and Simon to look into the Secretary role, and what it entails. <input type="checkbox"/> Bernice will continue to work though the wellbeing data for key themes in order to make action points. <input type="checkbox"/> Bernice to email the staff about locking gates. <input type="checkbox"/> Simon to email the staff to see if anyone is interested. <input type="checkbox"/> Piki and Bernice will look for information on hiring the hall regularly. <input type="checkbox"/> Bernice to send out the Programme Property Services - 7 year agreement