

MINUTES OF THE BOARD OF TRUSTEES MEETING



Date of Meeting: 9 December 2019

Time: 6.00 pm

1] Administration

Present: Stephen (Steve) Doran (in the chair), Max Guptill (Deputy Chairperson), Kerry Bell, Natalia Solomon, Liz Lombard, Michelle Love (Staff Trustee) and Ray Kelly (Principal)

Fia Salesa (Deputy Principal)

Michelle Ginders (Minute Recorder)

Welcome

Steve welcomed everyone to the last meeting for this year which has had many changes throughout the year. He also thanked both Ray and Fia for all their hard work.

Apologies

Leon Mallard (Trustees)

Conflict of Interest

None

Action Points of Previous Meeting

1. Ray has thanked the teachers for their reports.
2. Ray is still looking into a sports co-ordinator.

3. Ray still looking into pop up tents, Steve will send through contact details for Torepedo.
 4. Ray has included details for Te Reo classes in the pack. There is a free online class, which includes 6 onsite visits. Ray will inform staff to see if there is an interest.
 5. Ray has included the policies in the pack.
 6. Michelle has sent the voting paper to NZSTA.
 7. Ray checked and Michelle is the Privacy Officer.
 8. Michelle will send paperwork for new credit card in the new year.
 9. Ray has included the revised draft budget in the pack.
 10. Ray checked with the Ministry and the school is required to use Wormald but can use another company for maintenance.
 11. Steve has completed a letter of reply to Room 13, he will put on school letterhead and send to them.
 12. Ray sent the ERO timetable to the Board.
 13. Ray has congratulated Anna on her appointment on the Boards behalf.
 14. Ray emailed the Teacher Only Days to the Board.
 15. Ray still looking into solar panels for the school.
 16. Ray will run an introduction to all staff during call back days.
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3] Strategic Aims from Principal's Report

Ray briefly explained his report to the Board and the Board briefly discussed the following:

- Mathematics – the data results are showing that it is a little better in some areas, moving forward. More extensive data is needed and Maths will be the focus again in 2020.
- Absentees Reporting – Ray will now be including this report to the Board as requested by ERO.
- Wellbeing Survey – this will be done in early 2020.
- Sound System for Hall – Ray informed the Board that the system has been installed.

4] Governance Information & Legal Compliance

Classroom Release Policy

The Board discussed and the following motion was proposed:

To accept the Classroom Release Policy

Proposed: Natalia Solomon **Seconded:** Liz Lombard

Result: All in Favour ~ motion carried

NZSTA Election Results

The Board briefly discussed the results from the recent NZSTA regional elections.

5] Finance & Asset Management

Liz briefly went through the finances and was pleased to see some of the purchases being made. The Board briefly discussed the following:

- Term Deposits – The Board discussed and would like two term deposits set up both \$250,000.00 one for 3 months and the other for 5 months.
- Draft Budget – Looking good, Ray will continue to adjust over the holiday period and present the final draft at the first meeting for approval.

6] Strategic Decisions

Meeting Dates for 2020

The following will be the meeting dates for 2020:

17th February 2020

16th March 2020

18th May 2020

15th June 2020

27th July 2020

24th August 2020

14th September 2020

19th October 2020

16th November 2020

7th December 2020

Education Review Office Visit

The Board briefly discussed the comments made at the ERO briefing to the Board. There was very little of any concerns, they indicated that there was an issue with communication with the community.

They would like to see the policies updated and possibly using an external software (Sch Docs) to keep on top of the reviews. Ray informed the Board that the cost of Sch Docs is now \$1500 per year.

Overall the feedback was good and the Interim Report is due at the end of January.

Strategic Plan

Ray has continued to work on this. The Board discussed and only minor changes required.

Child's Time

Ray and Steve briefly explained their recent meeting with Jo from Child's Time. The Board discussed the proposal presented and would like to see some form of discount for staff. Ray will continue to have regular meeting with Jo.

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The Board discussed and declined but will review in 2020.

MOE Additional Property Grant

Ray explained to the Board that he is waiting on further details from the Ministry.

Heart Values

Fia briefly explained the changes to the HEART Values and the reasoning behind these changes. These new values will be introduced the school community in 2020 at the Whanau Evening. There will be a new value taught each week in class.

The Board briefly discussed and thanked both Fia and Danielle for all their hard work.

7] P.T.A

None

8] General Business

Hiring / Leasing of School Buildings

Ray will draft a new contract for Before/After School Care which includes the new equipment in the hall.

Nellie Shaw

Nellie Shaw, who was previously employed with EdTech Financial Service, our current accountancy firm, has started her own financial accounting service. Ray tabled a prospective from Nellie and Steve and Liz will review. This will be discussed at the next meeting.

9] Motions

Minutes of the previous meetings

The minutes of the meeting held on 18 November 2019 were read and accepted as a true reflection of that meeting.

Proposed: Kerry Bell

Seconded: Natalia Solomon

Result: All in Favour ~ motion carried.

Correspondence

Motion proposed to accept all incoming and outgoing correspondence.

Proposed: Max Guptill

Seconded: Kerry Bell

Result: All in Favour ~ motion carried.

Financial Reports

Motion proposed to accept the financial accounts and the accounts be paid for November 2019.

Proposed: Liz Lombard

Seconded: Max Guptill

Result: All in Favour ~ motion carried.

10] Agenda Items for Next Meeting

Nellie Shaw – Financial Services

11] In Committee – Personnel

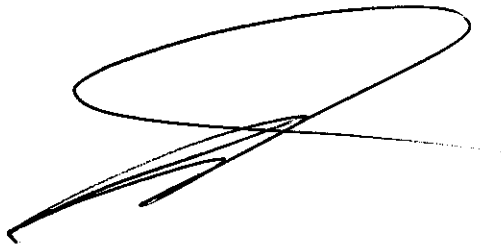
Stephen moved that:

The meeting moved into committee and that pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: “that the matters being discussed are of a personal and private nature.”

Board moved out of committee.

12] Closure

7.30 pm



Signed: Board Chairman
Stephen Doran

12/2/2024
Date

ACTION POINTS

1. Michelle to organise the term deposits with the bank.
2. Ray present final budget to the Board at the first meeting.
3. Ray to see who would be interested in the Te Reo classes.
4. Ray to organise a new contract for Before/After School Care.
5. Steve and Liz to look over the prospective from Nellie Shaw.
6. Ray to include a discussion on the financial accounting service in the agenda for the first meeting.