

Board of Trustees Meeting

Thursday 29th June 2023

Staffroom

Present:

Duncan Millward (Principal), Cheryl Francis, Matthew Fyffe, Jeremy Boyce, Gina Cook

Apologies: Carrie Joyner, Melinda Borland (Minute Secretary - DP)

Karakia

Minutes of Previous Meeting

Cheryl moved that the minutes of the previous meeting of the Board of Trustees (which was held on Thursday 27th May) were approved to be signed as a true and correct record.

Seconded: Gina

Matters arising:

Carrie to sign Governance Manual

Conflict of Interest

No conflicts recorded at this meeting.

Declaration of Hours

Board Members were reminded to fill this in. - Noted

Principal's Report

As read, except the following:

Refreshed curriculum

- High-level introduction of the plans for the refreshed curriculum that is coming over the next few years
- Teaching staff will have a focus on learning the refreshed curriculum and learning areas (last time curriculum was changed was 2007)
- The new pedagogical model is a common practice model
- Progression framework model with objectives - know, understand, do
- The transition will occur over the next 3 years, a key focus will be on Te Tiriti in the early phase

Duncan moved that the Principal's Report be accepted. Seconded by Matt.

Policy review - Education in the Classroom

- Board discussed EOTC policies which meet Ministry requirements and discussed ensuring that we have strong policies in place to make decisions in the event of extreme weather events
- AP- Duncan to bring Safety action plan/risk assessment form for review at the August Board meeting

Finance

May Finance Report

This was shared with the Board and budget tracking well. Discussion was held around the view of fundraising costs and income and longer term capital projects pipeline.

AP: Duncan to provide report of fundraising for next Board meeting

AP: Further discussion to be held at the next Board meeting what key priorities are and long term capital planning

Duncan moved that the financial report be accepted, seconded by Jeremy

Property

Duncan shared the Property Report.

- Approved flood damage works to repair rooms 30 and 31 and staff rooms

- Move of room 16 & 17 is going to be completed by the end of week one in the holidays and related drainage repairs completed under contingency from the playground project
- Trees arrived for the playground project to be planted by the end of this week
- Completion date for playground in July
- Watershed have been notified around traffic safety around the playground build

AP: Matt and Duncan will finalise and send letter to the MOE for the purpose of getting some assurance about the security of the Roll Growth Project.

AP: Duncan to send community notice to remind school that the playground build continues through the holidays and other construction work underway

Duncan moved that the Property Report be accepted, seconded by Gina

Community

Whanau Hui

Positive feedback from the recent whanau hui, great turnout and discussions and future plan to carry out regularly.

Hero

Feedback positive around the reports and the granularity, a graph will be added prior to end of year reporting achievement against year levels.

AP: Duncan to advise community how to print reports from Hero

Health and Safety

Duncan shared use of Hero system to record Medical Room (sick bay) and showing the ability to record and see insights or trends in future.

Other Business

Uniform

Shared the uniform update and a conversation was held around the uniform policy.

AP: Board to review in detail and provide any feedback.

Community Engagement - Strategic Input

Discussion was held about ideas to engage community and get feedback from our community including digital survey and in-person options

AP: Duncan and Jeremy to plan community engagement session

School Year dates

Duncan shared a view of options for start and end dates for terms.

Correspondence

In

Out

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Next Meeting:

- 27 July [Week 2, Term 3]

Upcoming Meetings:

- 24 August (Week 6, Term 3) Moved Strategic Planning Session to 24 Aug
- 21 September (Week 10, Term 3)
- 26 October (Week 2, Term 4)
- 16 November (Week 5, Term 4) Change of date to Tuesday 14 November,
- 7 December (Week 9, Term 4) - make a reserve

Meeting Finished: 9:13pm

Signed: _____

A handwritten signature in blue ink, appearing to read 'Cheryl Francis', written over a horizontal line.

Cheryl Francis 27.07.23