

Board of Trustees Meeting
Thursday 21st September 2023
Staffroom

Present:

Duncan Millward (Principal), Cheryl Francis, Jeremy Boyce, Lin Zhou, Chantelle Urquhart, Melinda Borland (Minute Secretary - DP)

Apologies: Carrie Joyner, Gina Cook, Matt Fyffe

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 July) were approved to be signed as a true and correct record.

Seconded: Chantelle

Matters arising:

- Duncan has followed up on grant applications
- There are two lunch providers **AP: please remove Go Deli provider from Kindo**

Conflict of Interest

No conflicts recorded at this meeting.

Declaration of Hours

Board Members were reminded to fill this in.

Principal's Report

As read, except the following:

- Wording of the Strategic Planning document
AP: Board Members to add their comments to the [Draft document](#).
- NZCER survey results shared and discussed
- Staffing - allocation for 2024 was shared with the Board

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

Hāutu Tool

Board used the Hautu tool to identify the best fit in the readiness phase in reference to Ka Hikitia.

AP: Investigate putting in an affirmative action policy in regards to recruitment

AP: Duncan will send the link to 10 ways to teach me clip to the Board

Policy review

- N/A

Finance

Finance reports for July and August were shared with the Board.

The Board had a discussion around staffing.

AP: Duncan will bring some potential staffing models to the next Board meeting.

A donation revenue spreadsheet from 2021-2023 was shared with the Board. The Board discussed the donation for 2024, and the accompanying letter.

AP: Board will use the comment function to add their thoughts to the current donation letter draft - use Year 3-6 letter please.

Grant applications: Duncan has made contact with a contractor in regards to grant applications.

AP: The contractor will be engaged to seek grants for shade sails and the swimming pool cover.

Property

The property report was shared with the Board.

The Board has just received notification from the MOE that the roll growth project will go ahead.

AP: Chantelle will prepare a community update on the commencement of the roll growth project.

AP: Duncan will contact Kelli regarding possible protocol prior to demolishing/opening any buildings.

The new playground is nearing completion.

AP: The Board will write to Gemma Sandford to thank her for the work that she has done voluntarily.

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

Community Engagement

- FoWPS update - as part of the Principal's Report - carried to next meeting
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Health and Safety

Other Business

Correspondence

In

-

Out

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Next Meeting:

- 26 October (Week 2, Term 4)

Upcoming Meetings:

- 16 November (Week 5, Term 4) Change of date request: Tuesday 14 November
- 7 December (Week 9, Term 4) - make a reserve

Election Dates: 5 to 23 September 2022

Meeting finished: 9:38pm

Signed: _____ Cheryl Francis

