

**MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 17 March 2020**



PRESENT

Francesca Brown (Chairperson), Stuart Cameron (Principal), Giarne Harrison, Anita Head (Staff Representative),
Natasha Buckby, Rob Dixon, Rob Naysmith, Ged Robinson, Shaun Perrin

Apologies: None

Guests: None

Meeting Opened: 6.00pm

1. ADMINISTRATION

(a) Karakia, Welcome and apologies

(b) Previous Minutes

The Board approve the minutes of the previous meeting held on 18 February 2020.

Moved Natasha **Seconded** Stuart **Approved** ✓

The Board approve the public excluded minutes of the previous meeting held on 18 February 2020.

Moved Giarne **Seconded** Rob D **Approved** ✓

Administration

i. Admin items for discussion:

Spreadsheet for Audit purposes - continuing to fill this out

ii. Actions from the Previous Meeting (18 Feb 2020)

By Who	Action	Reference	Date
Rob N	Management to discuss and present an overview to the BOT of what is currently being done within the school with regards to nutrition so the board can make decisions moving forward.	Done	
Natasha/Stuart	BOT event - offsite preferable for PTA, Staff and BOT	Postponed until May meeting	
Francesca	Thank Zach for great library report on behalf of the board	Done	

Full Board	Subcommittees to work on their strategic goals and report back at the March 2020 meeting	May meeting	
Natasha	Wednesday 8 April - BOT morning tea (Easter theme)	Confirm by Monday 6 April	
Natasha/Giarne/ Francesca	Co-ordinate with the PTA and alternate staff morning tea. Term 1 & 3 BOT and Term 2 & 4 PTA		
Full Board	Board to come for walkthroughs of the school. Contact Anita with days and times. Workaround subcommittee meetings where possible.	Ongoing	
Communications subcommittee	Identify what is needed for a diversity panel to be set up, then develop a wider panel within the school community.	Ongoing	

Correspondence:

None

Food & Nutrition Report

Noted

Monitoring/Review

a. Principal's Report

Gifted & Talented

The selection process for these children is that they must excel in a certain area, this can be academic or otherwise. Part of the curriculum is to provide opportunities to extend those children who excel. Differentiated classroom learning is helping these children with their various gifts, e.g. mixed ability groupings within the classroom are used to help the middle range move up to a higher range. Next step is to inform our parent community about this programme and the opportunities provided.

The Board accept the principal's report as presented.

Moved Stuart **Seconded** Francesca **Approved** ✓

b. Curriculum Report

No report for March 2020

c. Communication

Termly report ready for the newsletter this week - using the curriculum report.

Establishing the purpose and plan for diversity and community consultation for vision and values. COMS to sort this plan and report back to the board in May 2020.

d. Finance Report

February Finances

The board approve the financial reports for February 2020.

Moved Stuart **Seconded** Francesca **Approved** ✓

Samoa OLE financial approval

The board approve the trip. Accounting for overseas travel expenditure for students and staff using crown funding will be reported in the notes section of our annual audited accounts.

Moved Stuart **Seconded** Shaun **Approved** ✓

Due to the current travel environment, an increased insurance cost of \$35 has been added which allows the trip cancellation to occur up to 48 hours prior. Next payment from parents due on 22 May. A final decision to be made at 19 May board meeting about this status of the trip. Currently, the trip is going ahead.

Draft Annual Report 2019

The board approve the Annual Report for 2019 to be signed and returned to the auditors.

Moved Stuart **Seconded** Natasha **Approved** ✓

e. Health & Safety

Pandemic Planning

Ministry is consistently in touch with the school and this aids the plans. Online learning as an option has very little guidelines but the leadership team are working towards this, particularly how this will look for the different year levels.

f. Property

Build project - the Ministry has been contacted and awaiting a response before the project can continue.

Gathering quotes for carpet replacement. Aiming for Term 2 or 3 holidays depending on the supplier.

g. School Docs

Noted


Other Agenda Items

Positive Education

Presentation by John Quinn

Meeting closed: 8.50pm

CONFIRMED _____



19 May 2020

CHAIRPERSON

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 17 MARCH**

By Who	Action	Reference	Date
COMS	Establishing the purpose and plan for diversity and community consultation for vision, values etc COMS to sort this plan and report back to the board in May 2020.		
Finance/Stuart	Find out if parents are able to receive a donation receipt automatically when paying.		
Finance	Look at past GST claims for the school		