



**MINUTES OF MEETING
BOARD OF TRUSTEES
Tuesday 8 December 2020**

PRESENT

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

Apologies: None

Guests: Rob Naysmith

Meeting Opened: 6.03pm

ADMINISTRATION

1.1 Karakia, Welcome

1.2 Apologies

None

1.3 Previous Meeting Minutes

The Board approve the minutes of the previous meeting held on 17 November 2020.

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

1.4 Public Excluded Minutes

The Board approve the public excluded minutes of the previous meeting held on 17 November 2020.

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

1.5 Actions From Previous Meeting

By Who	Action	Reference	Date
	Zone discussions - December meeting discussion		
	Anything, in particular, to be added to final newsletter piece from BOT be sent to Natasha before week 9.		
	Add additional 10 iPads for Otawhito in Fixed Asset budget for 2021.		
	Giarne to help at the Social Event		
	Ged to do Pizzas for Social Event		

	Rob to source alcohol based on 2 standard drinks per person for Social Event.		
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1.6 Confirmation of urgent motions passed between meetings

That the Furniture replacement line in the fixed-asset budget is increased from \$18,000 to \$35,000.

Moved: Stuart

Seconded: Ged

Approved ✓

Approved via email circulation on 18 November 2020

1.7 Correspondence

1.8 Standing Admin Items

- Board [register](#)
- Record of [hours](#)
- Conflict of [Interest](#)
- [Capabilities and Prof Development](#)
- [Board work plan](#)

Monitoring/Review

2.1 Principal's Report

School structure completed and sent out to the school community.

The principal acknowledges and thanks the Board for their support over the year.

The Board accept the Principal's Report as presented

Moved Stuart

Seconded Rob

Approved ✓

2.2 Curriculum Report

Maths - Steady increase and development in capabilities in all areas. Facilitation went really well, has been embedded into teacher practice. Using data to make judgements alongside teaching observations.

Contextual Curriculum - 2021 planning already completed. Data and progress is tracked through the school's student management system.

Student Target Group (Year 1-2) - Strategies in place, even over lockdown. All targetted children have made significant progress. Data report on other year levels and areas to come in Feb 2021

The Board approve the curriculum reports as presented

Moved Rob

Seconded Stuart

Approved ✓

2.3 Communications Report

End of year newsletter is completed.

Community Consultation set for 2021 - official dates to come.

2.4 Finance Report

The Board approve the November financial report as presented

Moved Stuart

Seconded Rob

Approved ✓

2.5 Health & Safety

Nothing to report.

2.6 Property

Astroturf - Ready Lawn engaged and will provide an updated quote with full scope of works to come. This work is anticipated to be done in April 2021.

Found a builder who will quote for the office.

SIP work coming up during summer holidays: bike stands, relocation of shed and scooter stand.

Rotary are going to collect the excess furniture from school and books to send to a school in Fiji.

2.7 School Docs

Noted - Policy Reviews for Term 4 2020:

- Privacy
- Salary Units/ Management Allowances
- Classroom Release Time/Timetable

Other Agenda Items

3.1 End of Year Events

Parent helpers afternoon tea

Great turn out and event to acknowledge the community in 2020.

Combined Board/Staff/PTA social event

Happening on Thursday 10 December.

Meeting closed: 8.10pm



CONFIRMED _____

CHAIRPERSON

16 February 2021

**MATTERS ARISING / ACTION SHEET
FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON TUESDAY 17 NOVEMBER 2020**

By Who	Action	Reference	Date
	Arrange meeting with MOE regarding zoning discussions		
	Read strategic plan - ready to approve and send in Feb meeting 2021		
	COMS team to meet in 2021		
	Stuart to get dates and times out for COMS team to commit to regarding consultation.		