

Board of Trustees Meeting
Wednesday 6th December 2023
Staffroom

Present:

Duncan Millward (Principal), Cheryl Francis, Jeremy Boyce, Lin Zhou, Chantelle Urquhart, Carrie Joyner, Matthew Fyffe, Gina Cook, Melinda Borland (Minute Secretary - DP)

Apologies:

Karakia

Minutes of Previous Meeting

Cheryl moved that the minutes of the previous meeting of the Board of Trustees (which was held on Thursday 26th October) were approved to be signed as a true and correct record.

Matters arising:

None

Cheryl moved that the minutes be accepted, seconded by Jeremy

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:

Review of the strategy

- Amend the Learning Strategic Goal as per discussion.
- A plan for seeking further feedback from the community was discussed.

AP: Find a date in the early part of Term 1 to run an in person and online session for feedback.

Staffing

The staffing model for 2024 was shared with the Board of Trustees.

Professional Learning and Development

Ministry Funded Professional Learning and Development - further hours have been approved for Structured Literacy for 2024.

Principal's Wellbeing Allowance

Proposal: Utilise this fund for Leadership Coaching through the Education Group with a focus on Leadership Development in 2024.

Duncan moved that the Board approves the engagement of the Education Group for Leadership Coaching and Development.

Seconded: Chantelle

AP: Finance committee to seek guidance from Accounting for Schools about how the MOE expect the allowance to be rolled forward.

The Leadership Team seek approval from the Board of Trustees for planning of a Year 6 Camp for 2024 - proposed dates are 13th - 15th March 2024.

Seconded: Matt

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

Policy Review

[Student Achievement](#) (under review with the Refreshed Curriculum)

[Home Learning Policy](#)

[Distance Learning Policy](#)

[Health Curriculum](#)

Further work by the Leadership Team is required to review the above policies. The Board of Trustees discussed home learning.

AP: Senior Leadership Team will undertake further work on these policies, including feedback from teachers. Revised versions will be brought along to a Board Meeting early in the new term.

AP: Health Curriculum requires an annual review. Chantelle will work with Duncan to draft a review of this policy to share with the Board.

Finance Report

September and October Finance Reports were shared and discussed.

- Duncan talked through historical staffing entitlement and roll number trends.
- A draft budget was shared.
- Discussion about donations.
- Discussion about locally raised funds, sponsorship and grants.

AP:

- Jeremy and Gina will review the donation letter.
- Jeremy will write the Board update for the end of year, and Gina will write the first one in the new year - the update will include a reminder to those who have not paid donations.
- The Board agrees to send reminders for unpaid donations termly.
- Permanent link to be put in the newsletter reminding people to pay their donation.
- The Board will review spending on staffing month by month.

Budget for 2024

Shared and approved.

Seconded: Jeremy

AP: Budget to go to Accounting for Schools

Property Report

Roll growth project update provided to the Board of Trustees.

AP: A working group of Board Members will be created to develop a community consultation and engagement plan for the roll growth project.

Swimming Pool - Board members were updated on the problems with the pool, and what is being done to investigate the cause of the problem. A further update will be provided in February.

The **Cyclical Maintenance Plan** for 2024 was shared and discussed.

Recommendation: That the Board approve the Cyclical Maintenance plan for 2024.

Sheryl moved that the Cyclical Maintenance plan for 2024 be approved, with the exception of 'Exterior Block 11.' Seconded: Lin

Community Engagement

FoWP update - as part of the Principal's Report

Health and Safety

None

Other Business

Board Meeting Dates - confirmed for 2024

Meeting Dates 2024

Mondays (Term 1 and Term 4) Thursdays: (Term 2 and Term 3)

22 February (Week 3, Term 1)

21 March (Week 8, Term 1)

April - no meeting

23 May (Week 4, Term 2)

27 June (Week 9, Term 2) - Note to change this date due to Matariki Weekend

25 July [Week 1, Term 3] - Strategic Planning Session

29 August (Week 6, Term 3)

26 September (Week 9, Term 3)

24 October (Week 2, Term 4)

28 November (Week 7, Term 4)

12 December (Week 9, Term 4) - reserve meeting

- Resolutions
 -
- Correspondence
 - In
 -
 - Out
 -

Meeting Closed 9:41pm

Signed: Cheryl Francis



22/2/24