

BoT Agenda Feb 4th 2022 @6:30 pm

1. Administration

1.1. Roll call : Matt, Eve, Jackie, Gary, Elaine, Robert, Jo, Shaun

1.2. Declaration of interests -

1.3. Confirmation of previous minutes -
December minutes -

1.4. Correspondence In

14th Dec - School Finance Advisor to Elaine - info re regazette of Attendance Dues

15 Dec - Leading Edge re retirement and request for CES to provide our accounting.

23 Jan - Iona Holsted- Cov 19 update

20 Jan - Grant Malins - CPF Guidance for Schools and Kura

27 Jan Jo re Mandates for Staff

Forwarded by Principal FOI

23 Jan - Iona Holsted, cv19 update

25 Jan - Iona Holsted, cv19 update

Correspondence out

15 Jan - Schedule Fees and donations from Principal to parents

2 Feb - Principal to parents re Covid update

1.5. Meeting planning

1.5.1. Chairperson Elections moved to the top of the agenda

1.5.1.1. Eve proposes that Shaun be BoT Chairperson for 2022, Robert seconds, all agree unanimously.

1.5.1.2. Matt steps down from the BoT. All of BoT have appreciated the skills and wisdom Matt has brought to this role. BoT is very grateful to Matt for his time and energy on the BoT and as a fantastic chairperson.

2. Matters Arising

2.1. Review of actions from previous minutes

2.1.1. MOE Iona re Elaine's letters and 2 letters out

1.1.1. (Staff and student ratio and attendance dues)

1.1.2. Parent consultation re donation will be held on zoom. Date shifted to 15th Wed Dec. Shaun and Jo to present. Jo will send invite to Parents asap. Parent rep to send feedback from meeting to Principal and Jackie asap. Done.

1.1.2.1. Minutes tabled.

1.1.2.2. Parents accepted the BoT guidance re donations

1.1.3. Annual Plan - Eve will seek out any outstanding actions for staff and Matt will seek outstanding BoT actions will review, and BoT will review at next meeting. Few outstanding tasks but they won't be actioned before the end of the year. Telephone tree re School/Proprietors is part of this. Not yet done due to time constraints.

1.1.3.1. Shaun and Eve to pick up any outstanding issues in the new charter.

2.2. Deferred actions

- 2.2.1. Health and Safety Review - deferred till next meeting (not complete).
 - 2.2.1.1. H&S for T1 outstanding. Draft to be completed in next few days, and finalised after the next parent meeting.
 - 2.2.1.2. Decision re having parent help for next 2 weeks discussed. Useful at this time and discussion will be had with parents. Eve to let parents know of meeting planning topic and how we will move forward around reviewing and making agreements for this.
- 2.2.2. BoT to decide how to fill parent rep spaces/secretary. Jo will do one more BoT meeting. Jo will follow up with NZSTA re-electing 2 new parent reps.
- 2.2.3. School Camp decision
 - 2.2.3.1. N/A in "red" setting
- 2.2.4. Finalise Budget
 - 2.2.4.1. Query re maintenance allowance. Have we budgeted enough? Grounds expenses will cover the shade sail repair and perhaps the painting of the poles?
 - 2.2.4.2. Business grade outdoor ezi-up can be bought out of outdoor school monies. BoT approves the purchase of one of these asap. Jackie to action.
 - 2.2.4.3. If we can get a discount it may be financially expedient to purchase two? BoT to review once this info becomes available
 - 2.2.4.4. BoT approve the budget unanimously
- 2.2.5. Principals Sabbatical
 - 2.2.5.1. Principal is to take 10 weeks paid discretionary leave in T2 in order to allow her to address her health issues.
 - 2.2.5.2. Jackie will be acting principal over this time. BoT is very grateful to Jackie for agreeing to this.
 - 2.2.5.3. BoT understanding is that the MoE will pay Principals salary as per Principals report.
 - 2.2.5.4. Staffing implementation plan to be tabled next BoT for discussion and approval.

3. Discussions & Decisions

- 3.1. Decisions taken online since last meeting
 - 3.1.1. BoT staffing committee decision to employ Kate Winn was ratified via email by Elaine, Gary, Jo, Matt, Sean and Robert 25th January 2022
 - 3.1.2. Principals Covid update to parents approved via email by Elaine, Shaun, Gary, Robert on February 2nd.
- 3.2. School Camp Approval
 - 3.2.1. N/A in "red" setting.
- 3.3. Strategic Planning - Charter
 - 3.3.1. BoT will ratify this at our next meeting, but instruct the Principal to implement this as it stands
 - 3.3.2. BoT invited to comment in document over next 14 days (i.e. by 16th Feb) (prior to Parent meeting)
- 3.4. Staff Hiring
 - 3.4.1. Kate Winn has been hired for the Junior Room. As beginning teacher MoE will cover costs for her release day on Fridays.
 - 3.4.2. Appointment process worked well and the committee worked well together on this.

Thanks from the rest of the BoT.

- 3.5. Health Syllabus outline - BoT approved
- 3.6. Covid levels update + vaccine mandate clarification - discussed earlier.
 - 3.6.1. Mask wearing for kids has been required by the Moe for Y4 and up, however Eve will accept mask exemptions for children from parents.
- 3.7. BOT Governance Policies to review and approve:
 - 3.7.1. Conflict of Interest Register - BoT updates at this meeting
 - 3.7.2. Code of Conduct - BoT approved unanimously
 - 3.7.3. Meeting Procedure and Meeting Process - BoT approved unanimously
- 3.8. BoT Policy review first read
 - 3.8.1. Nag 3 Conflict of Interest
 - 3.8.2. Nag 3 Confidentiality
 - 3.8.3. Nag 3 Privacy
 - 3.8.4. Nag 3 Non-Principal Performance Appraisal
 - 3.8.5. Nag 3 Professional Development
 - 3.8.6. Nag 3 Staff Appointments Policy
 - 3.8.7. Nag 3 Staff Appointments Procedure
 - 3.8.8. The BoT are to all approve these Nag's (or suggest changes) over the weekend.

4. Ongoing Monitoring

- 4.1. Proprietors' report

Further to report, Fay is a fantastic caretaker but is not able to continue with the additional unpaid project management expected of her to the current degree. Proprietor group's inability to action 10ypp has become problematic - kitchen upgrade has been sitting undone for the last 4 yrs . If the kitchen upgrade is not resolved by the next proprietors meeting BoT will seek help from the Ministry.
- 4.2. Principal's report

Initial Discussion of 3.3.
BoT will go with Principal's call re parent help at this stage. to review after the two weeks, as the special character of the school is so dependent on Parent help.
Jo will contact NZSTA re our responsibilities re Health and Safety.
- 4.3. Property maintenance
 - 4.3.1. Deferred
- 4.4. Financial Update
 - 4.4.1. see 2.2.5
- 4.5. Enrollments
 - 4.5.1. Children will be visiting in T1
- 4.6. Staffing
 - 4.6.1. see 3.3

5. Meeting Closure

- 5.1. Identify agenda items for next meeting
 - 5.1.1. Health and Safety Review and responsibilities as PCBU
 - 5.1.2. Staffing implementation plan
 - 5.1.3. Leading Edge re retirement and request for CES to provide our accounting.
- 5.2. Confirm next BoT meeting dates
- 5.3. Comments on meeting procedures and outcomes