

BoT Minutes December March 3rd 2021 @ 6pm - 9.11pm. Meeting held via Zoom

1. Administration

- 1.1. Roll call; Jackie, Eve, Elaine, Matt, Robert, Jo, Gary joined 6.11 - left 7.10 (illness)
Apologies: Magenta
- 1.2. Declaration of interests N/A
- 1.3. Confirmation of previous minutes
Dec 14th minutes approved unanimously
January minutes approved unanimously
- 1.4. Correspondence In:
Education Gazette's
- 1.5. Meeting planning
Annual Work Plan Reviewed

2. Matters Arising

- 2.1. Review of actions from previous minutes
- 2.2. Kitchen Upgrade still pending - this probably won't arrive til late T2. Jackie and Fay still co-ordinating on this.

3. Discussions & Decisions

- 3.1. Decisions made online since last meeting
 - 3.1.1. BOT met with 2 new Families on the 24th Feb, and both the BOT and the new Families were in agreement of the fit for the school for those families. Consequently Olivia and Taiga were enrolled on the 25th Feb 2021
 - 3.1.2. Following Anna's initial week visiting the Junior Room, the BOT unanimously approved the hiring of Anna Robertson full time on a fixed term contract until Dec 21 2021
- 3.2. Decisions
 - 3.2.1. Finalise Charter - BOT has been working on this online together. BoT unanimously agrees to adopt the current final charter draft and Eve will upload this to the Ministry. Eve will update Parents re this charter at the next parent meeting, and upload to the Parent Folder on Drive. Jo will advise the parent meeting Chair to add this to the next meeting.
 - 3.2.2. Budget - Reviewed and approved unanimously.
At the midyear Budget review we will need to review any monies toward any overspend, relief teacher, Library database, Kaiako or other to support with Target 3. Matt to sign and date and send to David @ Leading Edge
 - 3.2.3. Health Syllabus (NAG 5: Statement on the Delivery of Sexuality Education) - BoT approves unanimously
 - 3.2.4. Schedule of Delegations - BoT agreed for Matt to Chair for 2021 (see January minutes) June/July BoT to review our plan for chair (as Matt may not be here in 2022). BOT appoints Principal as the Privacy Officer.

- 3.3. Governance Policies to review - Deferred so that we can review this with Magenta. This will stay as it is until that time.
 - 3.3.1. BoT Roles and Responsibilities
 - 3.3.2. Code of Conduct
 - 3.3.3. Reporting to the Board
 - 3.3.4. Meeting Procedure
 - 3.3.5. Principal's performance appraisal
 - 3.3.6. Meeting Process
 - 3.3.7. Relationship between BoT and the Board
- 3.4. NAGS
 - 3.4.1. NAG 5: School trips - Approved with changes
 - 3.4.2. NAG 1: Assessment and Evaluation - Approved with changes
 - 3.4.3. NAG 2: Reporting to Parents - Approved with changes
 - 3.4.4. NAG 3: Police Vetting _ approved with changes. this procedure and policy document supersedes the previous version. Gary to take this to Proprietors March meeting
- 3.5. Staffing
 - 3.5.1. BoT went in to committee 7:54pm - 8:43pm

4. Ongoing Monitoring

- 4.1. Property maintenance
 - 4.1.1. Gate needs repair. Is this school or Proprietor responsibility? Suggestion of centre post - current gate gives visual boundary for kids. It is a policy 1 cost, and a health and safety issue. Fay to follow up options.
 - 4.1.2. Incident with Truck travelling through the playground - incident also with Keith driving through. Is it time to lock the gate? BoT requests Gary to follow up with resident and remind that the gate will be locked if this continues. Gary to let Eve know when this has been done.
 - 4.1.3. Fay (in liaison with Jackie) are managing the installation of the electrical wires through the foursquare area for the music room.
- 4.2. Principal's report
 - Roll return Update - as per principals report
 - The BoT formally ratifies the decision taken to extend Jackie's hours form .1 to .2. Great to have Jackie available to do this!
- 4.3. Proprietors report
 - Elaine will ask those making plans re expanding Mamari rd to visit the school. BoT very happy to support Proprietors in advertising on behalf of School

5. Meeting Closure

- 5.1. Identify agenda items for next meeting
 - Governance Policies
 - Roll check in
- 5.2. Confirm next BoT meeting dates
- 5.3. Next meeting is 6pm in person 7 April - Matt will bring food :-)
- 5.4. Comments on meeting procedures and outcomes