

BoT Minutes May 4th 2021 @ 6pm - 8.44 HELD VIA ZOOM	Led by	Time (mins)
<p>1. <u>Administration</u></p> <p>1.1. Roll call : Matt, Robert, Elaine, Eve, Gary, Magenta, Jo, Jackie</p> <p>1.2. Declaration of interests N/A</p> <p>1.3. Confirmation of previous minutes: Approved</p> <p>1.4. Confirmation of Previous In Committee minutes: Approved</p> <p>1.5. Correspondence In: NZSTA Magazines</p> <p>1.6. Meeting planning</p>	Matt & Eve	15
<p>2. <u>Matters Arising</u></p> <p>2.1. Review of actions from previous minutes</p> <ol style="list-style-type: none"> 1. Code of Conduct - No approval necessary. Magenta to sign (and also to fill in Conflict of Interest Register) - Eve to put in Magenta's family pocket 2. Meeting Process - was consolidated into Meeting Procedure. Eve to remove from Governance Folder. Still to do. 3. Jo requests that the BOT folders are updated. Jo and Eve to action. <ul style="list-style-type: none"> • Eve to do - Eve to update Key register (incl gate key to Tane). Done. • Keith has requested a copy of the upcoming BOT agendas to be sent to him. Gary will forward these on, once he has received them himself. Not done - Gary will ensure this happens, starting next meeting. <p>2.2. Deferred Policies for review</p> <ol style="list-style-type: none"> 2.2.1. Monitor current 10yr Property Plan - Deferred 2.2.2. Assessment Data - Received as part of the principal's report 2.2.3. Charter Review - Received as part of the principal's report 2.2.4. Audit follow up - review - Deferred , due to it still being with auditor 2.2.5. Hazard Register - deferred due to meeting being online 2.2.6. Planning re Principal's Sabbatical 2022 - see 2.8 Charter Targets in Principal's report re preparing curriculum. Principal has not yet filled out paper work re applying for a term sabbatical for 2022. BOT talks about which term might be best. T3 would only have juniors starting so less disruption for big room? Relief Teacher needs to be confident and experienced with Primary School Teaching. There are also the Principal admin tasks to attend to - There are less of these in T2. Principal will get advice from her Principal's advisor and consult with her peers re planning and possible Relief Teacher/Principal options. 	Matt	20

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<p>3. <u>Discussions & Decisions</u></p> <p>3.1. Decisions</p> <p>3.1.1. Since last meeting; Via email on the 21st April Jackie moved that we approve electrical work to be done so that we have a secure power supply to the cabin/music room, as outlined on part one of the attached quote. The amount is for \$2,140 + GST. Approved online by BOT unanimously.</p> <p>3.1.2. 2020 Analysis of Variance Approved online by Elaine, Eve, Matt, Jo Robert, Gary and Barbara.</p> <p>3.2. Policies to review</p> <p>3.2.1. Nag 4 - Assets - Approved Unanimously</p> <p>3.2.2. Nag 4 - Attendance Dues - Approved (with changes)</p> <p>3.2.3. Nag 4 - Financial Management -Approved Unanimously</p> <p>3.2.4. Nag 4 - Property Development - Approved Unanimously</p> <p>3.2.5. Nag 4 - Theft and Fraud Prevention - Approved Unanimously</p> <p>3.3. Procedures to review</p> <p>3.3.1. Nag 1 - Role Models and Parent Help Responsibilities - Approved Unanimously</p> <p>3.3.2. Nag 4 - Theft and Fraud Procedure - Approved Unanimously</p> <p>3.3.3. Nag 4 - Cheque Payment of Accounts - Approved Unanimously (with one change of adding Matt as signatory)</p> <p>3.4. Health Syllabus - In term 1 prior to teaching puberty Eve checked in with parents of yr 7 & 8 students re curriculum. All approved the curriculum and it was taught in T1.</p> <p>3.5. Enrollments - Taiga (Y7) has decided to leave. Roll is now at 25. There are 2 Juniors in the wings for T2, one of whom will be enrolled by June (which will bring us back to 26). Would be great to have more seniors, esp. girls for balance. Samu is intending to return next year.</p> <p>3.6. Staffing - Dream team! Morale is high. With regard to Teacher Aide please see Principal's report.</p>	Eve	
<p>4. <u>Ongoing Monitoring</u></p> <p>4.1. Property maintenance</p> <p>4.1.1. BOT notes (with gratitude) that the care taken by Fay and by Parents of the school has really made a positive visible difference to the environment.</p> <p>4.1.2. On Fridays there needs to be more assiduous care re putting tools away properly. Eve will check this happens.</p> <p>4.1.3. Many thanks to Fay for organising the electrical work to happen for the Music room.</p> <p>4.2. Financial Update - March financials tabled. Tracking well.</p> <p>4.3. Principal's report - BOT went into Committee 7.45 and came out 8.03</p> <p>4.3.1. Year on year we need to budget for Teacher's Te Reo training.</p> <p>4.3.2. Tikanga (esp for new Parents) needs review - Parent Rep to bring to Parent Meeting.</p> <p>4.3.3. Eve/Parent Rep's will bring relevant Charter Tgt 3 and Tgt 4 to review at either this parent meeting or the next.</p> <p>4.3.4. Paret Reps to address clarity re signage/door to Principals office</p>	Eve / Elaine Eve / Jackie Eve Elaine	10 10 15 15

<p>4.3.5. Principal is pleased with where school is at and heading. Recovery from last year is really great - junior room really cranking and timatanga culture in the "big" room has been re-established more quickly than expected. Intimacy and demand is back. Children are taking pride in their work, and are engaged with their work.</p> <p>4.4. Proprietors report</p> <p>4.4.1. Fay has gotten someone to look at the gate and this will be repaired or replaced.</p> <p>4.4.2. Auditors sought clarification about who is fiscally responsible for the indoor and outdoor painting and cedar cladding maintenance, and Elaine has clarified this.</p> <p>4.4.3. Fay organised the completion of wiring for The music room over the holiday period.</p> <p>4.4.4. Playground Traffic Safety Procedure was not followed by Keith's electrician. Rachel has also driven in after 3pm (before 3.30). When there is random coming and going, the school needs to exercise the responsibility of locking the gate as per MOE recommendations, in order to eliminate the hazard. BOT will send a reminder to all residents that we are back in term time, and the playground traffic safety procedure applies. Link to the Procedure will be sent out with this letter.</p> <p>Eve to ask Fay to please check if the sign at the front of the driveway is still on its post.</p> <p>Playground Traffic Safety Procedure - BOT discusses the possibility of changing the ability of residents to make one trip out (as stated in the document currently). Should this be eliminated? BOT would like Proprietors Reps to take this suggestion back to the proprietors for inclusion in our shared Playground Traffic Safety Procedure, as it is a Health and Safety issue. Also, to discuss bringing the gate locking procedure into the procedure as well; Matt will write up the BOT suggested amendment and pass by BOT before the proprietor's reps take it further.</p>		
<p>5. <u>Meeting Closure</u></p> <p>5.1. Identify agenda items for next meeting</p> <p>5.1.1. Monitor current 10yr Property Plan</p> <p>5.1.2. Audit follow up</p> <p>5.1.3. Hazard Register & review of playground safety</p> <p>5.1.4. Eve's week/2week? leave BOT to approve</p> <p>5.1.5. Parent Reps to Report on Charter Tgts from Parents perspective</p> <p>5.1.6. Set meeting dates for the 2nd half of the year..</p> <p>5.2. Confirm next BoT meeting dates Wed 2 June - in person - Gary will organise Dinner.</p> <p>5.3. Comments on meeting procedures and outcomes</p>	All	5-10

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