

## BoT Agenda/minutes Wed 28 May 2025

**In attendance:- Allison, Sean, Kerry, Jackie**

**Apologies-** Chris De La Mare, Elaine, Gary

**Minute taker:** Sean

	<b>Minutes</b>	<b>Actions</b>
<p><b>1. Administration</b></p> <p>1.1. Roll call            1.2. Karakia            1.3. Declaration of interests arising            1.4. Confirmation of previous minutes            1.5. Action points from previous minutes            1.6. Correspondence            1.7. Meeting planning (Minute secretary?)</p>	<p>1.1. Sean, Allison, Jackie, Kerry            1.2. Allison            1.3. Nothing to declare            1.4. Approved            1.5. All followed up on - a letter to proprietors suggested to follow up on the lighting and roof situation            1.6.            1.7. Kerry suggests using OtterAI to to transcribe the meeting notes,</p>	<p>using OtterAI to to transcribe the meeting notes</p>
<p><b>2. Matters Arising</b></p> <p>2.1 Principals release &amp; Long hours (sustainability)            2.2 <a href="#">Draft letter to parents</a> not attending meetings to be approved</p>	<p>2.1. Looking into release.            2.2 Process to work through - first Allison to talk in person with the parents before a letter is sent.- <a href="#">NAG 1 Parental Roles and Expectations</a></p>	<p>2.1</p> <p>2.2 Sean to follow up on Policy regarding Parental roles and expectations</p> <p>2.2 Allison to talk with parents about non-attendance at meetings first, followed by letter</p>
<p><b>3. Principals Report</b></p> <p>3.1 Principal's report</p>	<p>Noho - Allison to create RAMS form, parent permission form, and consult with proprietors regarding sleeping over as well            Look into where we will see Matariki rising - what is the view like?</p>	

<p><b>4. Financial Report</b>  4.1 Monthly report &amp; commentary (April)  4.2 Draft Audit Report</p>		
<p><b>5. Proprietors/Property Report</b>  5.1 Proprietors report  5.2 Cyclical Maintenance to be approved</p>		
<p><b>6. Discussions &amp; Decisions</b></p>	<p>Enrolments: Open day next week</p>	
<p><b>7. Policy &amp; Procedure Review</b>  <b>BOT Policy reviews</b>  7.1 <a href="#">Nag 5 Road and Carpark Safety</a>  7.2 <a href="#">Nag 5 Outside Play and Supervision</a>  7.3 <a href="#">Nag 5 Behaviour Management</a>  7.4 <a href="#">Nag 6 Attendance</a>  7.5 <a href="#">Nag 6 Use of School &amp; Buildings</a>   <b>Procedures for Review</b>  7.6 <a href="#">Nag 4 Community Plants Procedure</a>  7.7 <a href="#">Nag 5 Playground Traffic Safety Policy</a>  7.8 <a href="#">Nag 5 Playground Traffic Safety Procedure</a></p>	<p>Elaine looked at Nags 4&amp;5 remotely and added some small modifications</p> <p>7.1 Approved with changes  7.2 Approved with changes  7.3 Approved with changes  7.4 Approved  7.5 Approved</p> <p>7.6 Approved with changes  7.7 Approved with changes  7.8 deferred for proprietor rep feedback</p>	

**Meeting Closure**

- 7.1 Identify agenda items for next meeting
- 7.2 Confirm next BoT meeting dates
- 7.3 Comments on meeting procedures and outcomes

7.1 Curriculum Feedback - space for any proprietors to speak  
[Nag 5 Playground Traffic Safety Procedure](#)

7.2 June 25th, 6:30 pm in person at school

**Items for our next BOT Meeting**

Principals performance agreement