

BoT Agenda/minutes Wed 27 August 2025

In attendance:- Sean, Gary, Elaine, Chris, Allison, Kerry

Apologies- Jackie

Minute taker: Sean

	Minutes	Actions
<p>1. Administration</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 1.1 1.2 School Karakia 1.3 none 1.4 All confirmed <ul style="list-style-type: none"> 1.5.1 Allison and Chris to find an experienced principal to sign off - Spoke to Whenuapai principal. Also a new Principals PL group potentially to be joined. 1.5.2 Returning officer found 1.5.3 Firepit safety - Pool to be kept over top to remove fall hazard 1.5.4 Property Team - Working group - Fay, Allison, Jackie - Dale TBC 1.5.5 - Te Reo classes - For parents and Teachers 1.5.6 - Gifting - policy must match what we do 1.6.1 ERO - Coming in Term 4 1.6.2 Email from Greta re: Curriculum and Logo 1.7 - Admin (35), Curriculum feedback, Principals Report, Financial, Proprietors report, Policies 	
<p>2. Matters Current/Arising</p>		

<p>2.1 Roll return Update 2.2 Board elections Update</p>		
<p>3. Principal's Report</p> <p>3.1 Principal's report</p>	<p>Biodynamic workshop by Bridgette - Allison able to open the school - Key register needed Rama needing more time at home with family - Will not be coming in on Mondays @ 0.4 FTE. Rama will re-evaluate this at the end of term. Roll returns - MOE visit - we need to have an electronic roll system. Te Rito not fit for purpose. Hero - \$2250 PA, eTap - \$550 Website refresh and functionality needed. Public facing. Will be added to 2026 strategic plan - Potential working group with parents .</p>	
<p>4. Financial Report</p> <p>4.1 Monthly report & commentary (June)</p>	<p>All tracking well</p>	
<p>5. Proprietors/Property Report</p> <p>5.1 Proprietors report 5.2 Monitor Current 10yr Property Plan; identify items/costings for next year/update</p>	<p>Attendance dues auditor - 2023/24 audit not done. Needs approval from Proprietors - next step to inform MOE Insurance being updated APIS visited - enjoyed seeing the school 10YPP - Quotes on toilets, bathroom, foyer and office floors. Oak tree has rot - qualified arborist needed. Roof replacement - permit with council - Summer holidays Lighting - Summer holidays Fridays needing a big playground / mud kitchen clean up to ensure weekend mess is clearly separate from school</p>	
<p>6. Discussions & Decisions</p> <p>6.1 Follow up from Proprietors on curriculum Doc Decisions (August)</p>	<p>Notes being taken by Otter AI</p>	

7. Policy & Procedure Review

7.1 [Nag 5 Playground Traffic Safety Procedure](#) deferred to November

Nag 5:
Review new Student Safety checklist
Review Policies:

7.2 [Nag 3 Staff Gift1.1ing](#)

7.3 [Nag 3 Staff Discretionary Leave](#)

Review Procedures:

7.4 [Nag 3 Complaints](#)

7.5 [Nag 3 Sexual Misconduct](#)

7.6 [Nag 3 Staff Appointments](#)

7.7 [Nag 3 Staff Discretionary Leave](#)

7.2 Approved with changes

Meeting Closure

- 8.1 Identify agenda items for next meeting
- 8.2 Confirm next BoT meeting dates
- 8.3 Comments on meeting procedures and outcomes

Items for our next BOT Meeting

- Discussion on curriculum based on Greta's feedback
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