Board of Trustees minutes

21st February 2023



Present: Mike, Alistair, Paul, Simon, Daryl, Frith	
Apologies: Miriam	
Absent without Apologies:	
Declaration of interest: n/a	
Motion: That the previous minutes be accepted as true and correct	
Moved: Paul Seconded: Frith Carried:6	
Note* Paul Dulieu stood down as chairperson at the start of this meeting while a new chair was discussed and elected. Mike Allen took chair to direct this process. New chair nominated. Motion: That Paul Dulieu is to be re-elected as Chairperson for the BOT 2023 Moved: Alistair Seconded: Simon Carried:6 Mike then stood down as temporary chair and Paul took over the meeting.	
Agenda items: 1. Generator purchase for STEAM 2. Painting of school, STEAM room (internal), junior room (external), and pump shed 3. Replacement of fire in the library and STEAM room 4. Fire guards for both rooms (Chris? Or generic ones from Mitre10) 5. Waitaria Bay Assessment and Supervision form (Mike) 6. Risk Attachment for camp and town day (Miriam)	

Discussions and decisions:	Action by:
Matters Arising:	
- Generator purchase for STEAM – this is a backup we are	
requiring as current one does not have enough power. Ask Shane	Mike
how much KVA we need and what size and sort. Alternative is	
buying long cable. Upkeep can be a bit of a hassle (monthly	
turning on, stale fuel etc). The Rural School Principal's	
Association are approaching the Ministry to fund generators for	
all isolated schools. It may pay to hold our process until a	
decision is made.	
 Painting of school, STEAM room (internal), junior room 	
(external), and pump shed. Stan the painter to come in and	
complete. It is on the list to do but finance pending.	
- Replacement of fire in the library and STEAM room. Not a high	
priority – we have heat pumps.	

Fire guards for both rooms (Chris? Or generic ones from Mitre10) find out what they cost. Not high priority. Likely to be cheaper from MITRE10. Waitaria Bay Assessment and Supervision form (Mike) approved. Risk Attachment for camp and town day (Miriam) approved. Action by: Correspondence Letter from Trubet – waiting for a final washup on cost of steam room **Reports** Action by: Principal's report: - School charter and AOV – need to look at targets and whether we have achieved things - difficult to quantify and measure - Mathematics program proving to be effective - Attendance and behavioural reports positive - Role is fifteen - German going to be split into two groups - Ventilation installed - Huge thanks to Simon and Barry for joinery work - Pool vacuum cleaner broke and has been fixed - LAT (limited authority to teach for one year) is waiting on approval – as we are short on relievers and there is potential for someone in the village (ex-teacher) to relieve - The school has had a fire evacuation and an earthquake drill Motion: That the Principal's report be accepted. Moved: Frith Seconded: Daryl Carried:6 Finance report: As expected. Motion: That the Finance report be accepted. Moved: Mike Seconded: Paul Carried:6 Property report: The trampoline needs to be properly fixed – will potentially get a Fridge has been ordered and on way, and an oven received Bus audit - the auditor complimented Dominique on the quality of her work. Primary bus drivers need to have their DL9. John booked to get his first aid. Documentation is required in the school bus in the event of a major accident. A high visibility shirt should also be ordered. The Mercedes has a PLB in it. Ask Dominique to look at bus times so driver not rushing. Motion: That the Property report be accepted Moved: Paul Seconded: Simon Carried:6 Health and Safety report: Motion: That the Health and Safety report be accepted. Moved: Seconded: Carried:

General business:

Note* As mandated by the New Zealand School Trustees Association (without amendment), the principal is authorised to make appointments for up to three terms

Motion: The principal is authorised to make appointments for up to

three terms

Moved: Simon Seconded: Alistair Carried:6

*Motion: The principal is authorised to spend funds up to budgeted limit

Moved: Simon Seconded: Paul Carried: 6

Dates for 2023 BOT meetings are as follows: March 20th; May 2nd; May 30th; June 20th; July 18th; August 22nd; September 19th; October 17th;

November 21st; December 12th

Agenda items for the next meeting:

Meeting closure:

Time: 8.13 p.m.

Next meeting on MONDAY 20™ March

Further agenda items will be called the Thursday prior to the next

meeting.