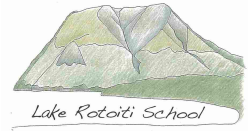


# Board of Trustees minutes

11<sup>th</sup> April 2022



|   |  |
|---|--|
| Present: Paul, Simon, Mike, Frith, Nick, Miriam   |  |
| Apologies: Lou, Vanessa   |  |
| Declaration of interest: nil  |  |
| Agenda items: <ul style="list-style-type: none"> <li>- Pool changing sheds follow up</li> <li>- STEAM room follow up</li> <li>- Policy Review: Health and Safety management, Emergency, disaster and Crisis management. (See School docs) sign off</li> <li>- Site visit of playground 3pm ?replacement of safety mats.</li> <li>-School Charter numbers correct?</li> <li>- Letter to MOE re two teachers.</li> <li>- School jackets for staff</li> <li>- Fire evacuation debrief</li> </ul> |  |

| <b>Previous Minutes</b>  | <b>Action by:</b> |
|--|-------------------|
| Matters Arising: nil   |                   |
| Motion: That the previous minutes be accepted as true and correct (with alterations as above)<br>Moved: Mike                      Seconded: Paul                      Carried: |                   |
| <b>Correspondence</b>  | <b>Action by:</b> |
| Motion: That the inwards correspondence be received and outwards approved.<br>Moved:                      Seconded:                      Carried:                              |                   |
| <b>Reports</b>   | <b>Action by:</b> |
| Principal's report: Photocopier to be upgraded to new plan.  | Mike              |
| Motion: That the Principal's report be accepted.<br>Moved: Paul                      Seconded: Frith                      Carried:   |                   |
| Finance report:  |                   |
| Motion: That the Finance report be accepted.<br>Moved:                      Seconded:                      Carried:  |                   |
| Property report:   |                   |
| Motion: That the Property report be accepted.<br>Moved:                      Seconded:                      Carried:   |                   |
| Health and Safety report:  |                   |
| Motion: That the Health and Safety report be accepted.<br>Moved:                      Seconded:                      Carried:  |                   |

|  |   |
|--|---|
| <b>General business:</b>   |   |
| <ul style="list-style-type: none"> <li>- <b>Pool changing sheds follow up</b> – Mike – Ken has completed design has been put in for consent. Is being built offsite. Community is to install + electricity (Shane) + sewer. Plans are for 2 small changing sheds male and female + toilet and shower.</li> <li>- <b>STEAM room follow up</b> – Jodie from MOE has been involved to help. Simon and Mike have spoken with her. Work in progress.</li> <li>- <b>Policy Review: Health and Safety management, Emergency, disaster and Crisis management. (See School docs) sign off.</b> Yes ok at the moment with two teachers.</li> <li>- <b>Site visit of playground 3pm -?replacement of safety mats.</b> Simon and Paul to complete 2<sup>nd</sup> visit before the next meeting – aim is to make it safe/useable. Playground accessories from Mitre 10 – Miriam to look into this.</li> <li>- <b>School Charter numbers correct?</b> – Mike explained yes are numbers are correct.</li> <li>- <b>Letter to MOE re two teachers (rather than just a teacher and teacher aid) to be done by July</b> – ideas - Community, Children and teachers all disadvantaged. School becomes less attractive, less families move to area. Teaching year one to year eight in one classroom technically very challenging. Younger students can't read so everything needs to explained verbally causing disruptions to other students. Teacher aids useful but not in a sole charge situation ie principal release hours.</li> <li>- <b>School jackets for staff</b> – yes – Nick to look into this</li> <li>- <b>Fire evacuation debrief</b> – Smoke drifts into evacuation area - alternative area going across to Community hall. School buses need to be moved. Discussion around home fire evacuation. Mike to talk to drivers.</li> <li>-</li> <li>- <b>Heat pump</b> – plan get two quotes.</li> </ul> | <p>Mike</p> <p>Simon/Mike</p> <p>Simon/Paul</p> <p>Nick/Frith</p> <p>Nick ask Swazi</p> <p>Mike</p> |
| <p>Agenda items for the next meeting:</p> <p><b>Playground plan to be presented</b></p> <p><b>Quote for carpark regrade – Nick to look into funding.</b></p> <p><b>Report on achievement for the term</b></p>  |   |
| <p><b>Meeting closure:</b></p> <p>Time 820pm</p> <p>Next meeting on __ May 9th __ at __7pm __</p> <p>Further agenda items will be called the Friday prior to the next meeting.</p>   |   |