

Board of Trustees minutes

19 May 2020

7.30pm

Present: Alistair, Megan, Mike, Alison, Lesley, Paul	
Apologies: nil	
Declaration of interest: Nil	
Motion: That the above items be accepted. Moved: Alistair Seconded: Alison Carried	
<p>Agenda items:</p> <ol style="list-style-type: none"> 1. 2. Chairperson election 3. Trustee resignation 4. Finance role 5. COVID reflections 6. Historic minutes review 7. 2021 staffing 8. 10YPP 9. Policy review 10. Self-review 11. Curriculum Programme 12. Reporting to parents 13. Building progress 	

Discussions and decisions:	Action by:
<p>Matters Arising: Election of BoT Chair – Mike took Chair for nominations: Alistair nominated. Carried unanimously. Chair handed to Alistair.</p>	
<p>Was the credit card procedure review carried out. Policy is tight but we didn't do it. Procedure will be followed in future.</p> <p>Property pool sub-committee did not meet due to COVID-19. STA training – 'Employer role' training put off due to COVID-19. STA was approached by Alistair for support and training around board responsibilities under the Treaty of Waitangi and charter review. STA are keen to help.</p> <p>Motion: That the previous minutes and in-committee minutes be accepted as true and correct (with alterations as above)</p>	<p>Megan to check with Dominique re: Policy implementation.</p> <p>Alistair</p>

Moved: Alistair	Seconded: Megan	Carried: Passed	
Correspondence			Action by:
A letter has been sent to SF acknowledging and responding to her previous correspondence. (email)			Copy from Megan for in-committee file.
Motion: That the inwards correspondence be received and outwards approved.			
Moved: Mike	Seconded: Alistair	Carried	
Reports			Action by:
<p>Principal's report: Self review process presented. BOT responsibility to check Schooldocs policy. We require a board member to drive this process of policy review.</p> <p>Authorised Mike to spend up to \$3595 (ex GST) for sports gear. Letter to be sent to Kea Kai requesting support for funding. Lesley to investigate her second hand sports equipment supply to add to new equipment. Lesley and Megan to liaise.</p> <p>Camp in 4th term: Alternatives – Lodge overnighter, Travis Valley & Lakehead hut, Beebys knob.</p> <p>High window cleaning. Difficult for our cleaner.</p> <p>Reports to parents (child progress): New mid and end of year reports presented. Adoption of these reports moved: Alistair. Second: Lesley. Carried</p>			<p>Lesley to take this on.</p> <p>Megan Lesley</p> <p>Paul to investigate.</p>
Motion: That the Principal's report be accepted.			
Moved: Megan	Seconded: Paul	Carried: Mike	
<p>Finance report: Jan, Feb, Mar, Apr 2020 financial reports presented to board. April expenses low (COVID) One off purchases eg: stationery pushed budget limits. Tracking well. Acknowledge and thanks to DM (Office Manager) for accessing extra funding for Power.</p>			
Motion: That the Finance report for four months be accepted.			
Moved: Megan	Seconded: Alistair	Carried	

<p>Staff rep report: ICT proposal presented. Quotes for updating ipads and chrome books discussed. 10 New iPads @\$600ea Discussion regarding tablets – ipad v samsung; we already have apple tv so ipads are compatible. Prices are similar. Suggestion that we set a three-year replacement cycle. We can obtain an ‘Education’ price through Noel Leeming. Decision: That 10 ipads are replaced with new in 2020. Replace the Chromebooks in 2021 (plan in 2021 budget). (\$4000 available in New Assets budget for purchase of ipads.)</p> <p>Motion that Alison purchase 10 new iPads in 2020 up to the value of \$6000. Motion: Megan. Second: Paul. Carried</p>	<p>Alison.</p>
<p>Motion: That the Staff rep report be accepted. Moved: Alison Seconded: Paul Carried</p>	
<p>Property report: Refurbishment of ‘multipurpose’ classroom discussed. Plans reviewed. Pool meeting to be held. Working bee discussion with Mike. Paul to arrange. Thanks to Brent (Caretaker) and Allie for the garden work.</p>	<p>Alistair. Paul.</p>
<p>Motion: That the Property report be accepted. Moved: Paul Seconded: Alison Carried</p>	
<p>Health and Safety report: Civil Defence kits have been updated. First Aid room to be installed in the ‘junior’ classroom. Ask parents to donate a tin of food for the Civil Defence kit.</p>	<p>Alison</p>
<p>Motion: That the Health and Safety report be accepted. Moved: Alistair Seconded: Lesley Carried</p>	
General business:	
<ol style="list-style-type: none"> 1. Trustee resignation. Anne-Marie has resigned. Thanks to Anne-Marie for the time served on the board. 2. COVID reflections. Thank you from BoT to both Mike and Alison for steering us through this time. 3. Historic minutes review. Board and Chair are aware that some historic minutes have not been signed and dated according to best practice. Steps have been put in place to ensure that this will be done correctly going forward. 4. 2021 staffing Discussed in the Principal's report. 5. Finance role (due to Anne-Marie's resignation this portfolio is not being held) 	

<p>Discussion: Do we have any other parents who would be able to take on this role? Given past events we need someone with experience. Motion that: Alistair approaches Russell Ferens to co-opt him to a finance role. This is based on Russells past involvement on the board and experience doing board finance. Moved: Mike. Seconded: Paul. Passed. Megan to hold the finance role until appointment is made.</p> <p>6. Minute taking role- we still require someone to take our meeting minutes. This is a paid position. VC approached but no reply to date. Linda Erasmus suggested.</p> <p>7. 10YPP Motion: We align our 10YPP with Murchison, Tapawera, Victory and Auckland Point. Moved: Mike. Second: Alison. Carried.</p> <p>8. Policy review Discussed in the Principal's report.</p> <p>9. Reporting to parents Discussed in the Principal's report.</p> <p>10. Building progress- discussed</p>	<p>Alistair</p> <p>Lesley to recontact VC. Alistair to follow up as necessary.</p>
<p>Public excluded: N/A Motion: That the public be excluded from the following part(s) of the proceedings of this meeting namely agenda item [redacted]. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual(s). This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. Moved: [redacted] Seconded: [redacted] Carried: [redacted]</p> <p>The meeting resumed in public at [redacted] pm.</p>	
<p>Agenda items for the next meeting: Policy review</p>	
<p>Meeting closure: Time: 9:10pm Next meeting on Tuesday 16 June at 7pm. Further agenda items will be called the Friday prior to the next meeting.</p>	

Alistair

16/6/20