

# Board of Trustees Meeting Minutes

Delayed March Meeting held 14 June 2021

	<b>Agenda Item</b>	<b>Discussion Points</b>	<b>Action</b>	<b>Follow Up</b>
<b>1. Administration</b>	<b>1.1 Present</b>	Sue, Meredith, Ged, Larissa, Matt, Rob, Pat, Karen		
	<b>1.2 Apologies</b>			
	<b>1.3 Confirmation of previous meeting</b>	<b>Minutes from meeting: 29 March 2021</b> <ul style="list-style-type: none"> <li>○ <b>Moved:</b> Ged</li> <li>○ <b>Seconded:</b> Pat</li> <li>○ <b>Previous Month's Minutes signed:</b> Done</li> <li>○ <b>Minutes and meeting dates to be posted on the website.</b></li> <li>○ <b>Previous Month's Monthly Financial Report signed:</b> Done</li> </ul>		
	<b>1.4 Matters arising from the previous minutes</b>	<b>Matters from February meeting:</b> <ul style="list-style-type: none"> <li>○ School lunches: Start with Harbour and Porirua College. Then Seaview, Mohuia and Coast. The lunches are for 4 days a week to allow for Food Technology on the 5<sup>th</sup> day.</li> <li>○ Kate Hall (Paediatrician) has commented that our sign-out document and procedures are sound. She has yet to comment on the other procedures.</li> </ul>		
	<b>1.5 Correspondence</b>	<ul style="list-style-type: none"> <li>○ Education Gazettes</li> <li>○ Governance Report (emailed)</li> </ul>		
<b>2. Principal Report</b>		<ul style="list-style-type: none"> <li>○ <b>The Principal's report is emailed out prior to the meeting and is taken as read.</b></li> </ul>		
	<b>1.2 Nag One: Curriculum</b>	<ul style="list-style-type: none"> <li>○ The curriculum reports for Term 1 will be presented at the June meeting.</li> </ul>		
	<b>1.3 Nag Two: Planning Reporting etc</b>	<ul style="list-style-type: none"> <li>○ HR self-review discussed.</li> </ul>		

<p><b>1.4 Nag Three: HR Management</b></p>	<ul style="list-style-type: none"> <li>○ <b>Accredited Employer:</b> One of our teachers is extending her visa. To help with this our school is required to become an Accredited Employer.</li> <li>○ <b>In Committee:</b> In 6.55pm Out 7.17pm</li> </ul>	<p>Sue to work with an immigration lawyer for requirements on gaining accreditation.</p>	
<p><b>1.5 Nag Four: Financial Report</b></p>	<ul style="list-style-type: none"> <li>○ <b>Governance Report April 2021</b> was emailed to members.</li> <li>○ <b>Visa payments</b> for April: 2Talk monthly payment and Pak n save invoices for food tech.</li> <li>○ <b>Principal reimbursements</b> submitted to Chairperson for approval.</li> <li>○ <b>Approval for invoices</b> over principal's limit of \$2000 submitted:  Conbrio whiteboard projector \$3846.75;  Desktop Technology for Boardmaker 7 \$3766.25; Furnware for PColl set up \$20,050.20; Education Personnel for new teacher appt \$4023.83; Ford Motor Co for new Transit van \$79919.46; Conbrio for whiteboard projector and speakers \$5014.00; PCL Contracting for outdoor play area concrete resurfacing \$31354.18; Porirua college for satellite contribution \$9384.00; Furnware for KColl setup \$4310.72.</li> <li>○ <b>Assets to be entered on Asset Register:</b>  iPad mini 5 (Talklink) \$733.00; iPad 10.2 (Talklink) \$676.00; iPad mini (Talklink) \$1198.00  <b>Moved:</b> Ged  <b>Seconded:</b> Rob</li> <li>○ <b>Assets to be removed from Asset Register:</b></li> <li>○ iPad mini (Talklink) \$1355.00</li> </ul>	<p>Approved.</p> <p>Approved.</p> <p>Approved.</p>	

		<p><b>Moved:</b> Ged  <b>Seconded:</b> Rob</p> <ul style="list-style-type: none"> <li>○ In future the Asset Register additions and deletions will be included in NAG 4 (Finance) approvals.</li> <li>○ Finance and Audit reports for March and April were approved.  Moved Ged Seconded Rob</li> <li>○ Sue requested that due to increasing costs and invoices, that the Visa card limit be increased from \$2,000 to \$3,000.  Moved Ged Seconded Pat  Approved</li> <li>○ Ged enquired about the increase in lease costs. Sue to ask the accountant for clarification.</li> </ul>		
	<p><b>2.5 Nag Four: Property Report</b></p>	<ul style="list-style-type: none"> <li>○ Porirua College site to have new modular unit built. Should be completed 2023.</li> <li>○ Cannons Creek School have agreed to host a unit. It is a Year 1-6 school so a space will need to be developed for intermediate level students.</li> <li>○ Levin North School also happy to have a unit on site. To be a redevelopment of a three classroom unit.</li> <li>○ Sue travelling to Auckland tomorrow (Tuesday) with Principal from Kimi Ora and MoE to look at a modular satellite in a special school.</li> <li>○ Invoice received from Porirua School for our contribution towards fence repairs.</li> <li>○ Paperwork submitted to MoE for veranda and doors off rooms 6 and 7.</li> </ul>		

	<b>2.6 Nag Six: Compliance Legislative requirements</b>	○ <i>Strategic Vision sent out to parents and was well received by parents via an online survey.</i>		
	<b>2.7 Nag Eight: Analysis of variance</b>	○ <i>Updated each quarter and sent out as a separate document.</i>		
<b>Attendance Report Key Points</b>		○ <i>N/A</i>		
<b>Health and Safety Report Key Points</b>		○ <i>In Committee report.</i>		
<b>Risk Management Key Points</b>		○ <i>Sue is investigating a new computer running system (Edge) for the school, to replace Assembly, which has gone into receivership.</i>		
<b>Policy Review</b>		○ <i>Policies sent out for review. Amendment needed to page 75.</i>		
<b>Whanau Event</b>		○ <i>121 children (students and siblings) had a great time at Awesome Bounce as part of the successful mid year whanau get together.</i>		
<b>In Committee</b>		○ <i>HR Report</i> <b>Time entered:</b> 6.55pm <b>Time exited:</b> 7.17pm		
<b>Items for next Agenda</b>		<ul style="list-style-type: none"> <li>● <i>Sign off banked staffing...SUE report.</i></li> <li>● <i>Approve minutes, financials, and payment of over limit invoices, any new projects.</i></li> <li>● <i>Approve quotes and invoices over \$2000</i></li> <li>● <i>Update through Principal report.</i></li> <li>● <i>Seminar report...Rob and Meredith</i></li> <li>● <i>Curriculum reporting and IEP goal achievement.</i></li> <li>● <i>BoT Succession planning</i></li> <li>● <i>1st Year update</i></li> </ul>		

	<ul style="list-style-type: none"> <li>• 2021 AoV Review</li> <li>• Mid-year budget review</li> <li>• Mid-year property review</li> <li>• Monitor risk management</li> </ul>		
<b>Meeting Closed</b>	<b>Time Closed: 8.25pm</b>		
<b>Date for Next Meeting</b>	<b>Next Meeting: 6.30pm Monday 28 June</b>		
<b>Signed: _____ BOT Chairperson      Date: _____</b>			
<b>Signed: _____ Principal      Date: _____</b>			