

Board of Trustees Meeting Minutes

29 March 2021

	Agenda Item	Discussion Points	Action	Follow Up
1. Administration	1.1 Present	<i>Sue, Meredith, Ged, Tangiwai, Larissa, Matt, Rob, Karen</i>		
	1,2 Apologies	<i>Pat (no Janine)</i>		
	1.3 Confirmation of previous meeting	Minutes from meeting: 22 February 2021 <ul style="list-style-type: none"> ○ Moved: Ged ○ Seconded: Meredith ○ Previous Month's Minutes signed: Done ○ Minutes and meeting dates to be posted on the website. ○ Previous Month's Monthly Financial Report signed: Done 		
	1.4 Matters arising from the previous minutes	Matters from February meeting: <ul style="list-style-type: none"> ○ <i>Post Board workplan on website:- Waiting for final acceptance of changes from board</i> ○ <i>Post strategic Vision, Three Year Plan, First Year Plan, 2020 AoV to MOE portal: Waiting for Board final approval</i> ○ <i>Curriculum Report Discussion: To be re-emailed for discussion in May</i> ○ <i>HR self-review checklist 1 Discussion: Was postponed to May meeting</i> 		
	1.5 Correspondence	<ul style="list-style-type: none"> ○ <i>Education Gazettes</i> ○ <i>Governance Report (emailed)</i> 		
2. Pri		<ul style="list-style-type: none"> ○ The Principal's report is emailed out prior to the meeting and is taken as read. 		
	2.1 Nag One: Curriculum	<ul style="list-style-type: none"> ○ <i>IEP Goal Achievement and English Achievement Reports emailed out.</i> 		

2.2 Nag Two: Planning Reporting etc	<ul style="list-style-type: none"> ○ HR self-review tabled for May meeting due to the workload of March meeting. 	Sue emailed HR Tools checklist	
2.3 Nag Three: HR Management	<ul style="list-style-type: none"> ○ Teachers Registration Costs: The BoT has agreed to pay the teacher registration fees, as per the discussion at the August meeting. ○ In Committee: In 6.55pm Out 7.15pm 	This was decided and minuted at the 12 October meeting	Approved at Oct '20 mtg.
2.4 Nag Four: Financial Report	<ul style="list-style-type: none"> ○ Budget: Rob emailed four queries which Sue elaborated on. ○ Governance Report March 2021 was emailed to members. ○ Visa payments for March: 2Talk monthly payment and Pak n save invoices for food tech. ○ Principal reimbursements submitted to Chairperson for approval. ○ Approval for invoices over principal's limit of \$2000 submitted: N/A ○ Budget 2021: The Board approved final draft of 2021 budget. ○ Assets to be entered on Asset Register: N/A Moved: Seconded: ○ Assets to be removed from Asset Register: N/A Moved: Seconded: 	<p>Discussed and approved. Approved.</p> <p>Approved.</p> <p>Approved. To be uploaded to MoE.</p>	
2.5 Nag Five: Property Report	<ul style="list-style-type: none"> ○ BMS can only be controlled by technician. \$5000 to upgrade to enable on-site control. 	Moved: Ged 2 nd : Meredith. Approved.	

		<ul style="list-style-type: none"> ○ New school van currently being fitted with a hoist. 		
	2.6 Nag Six: Compliance Legislative requirements	<ul style="list-style-type: none"> ○ Strategic Vision & 3yr Outlook 2021-23: Sue made alterations based on Board instructions. ○ Ist Year Plan: Sue presented the first year Roadmap. 	<p>Approved Ready to go to MoE</p> <p>Approved</p>	
	2.7 Nag Eight: Analysis of variance	<ul style="list-style-type: none"> ○ N/A 		
	Attendance Report Key Points	<ul style="list-style-type: none"> ○ N/A 		
	BoT Workplan 2021	<ul style="list-style-type: none"> ○ The 2021 Workplan was accepted. 	Sue to reformat and email	
	MoE Funded School lunch Programme	<ul style="list-style-type: none"> ○ Parents of the Porirua based satellites will be asked if they are interested in participating in this initiative prior to making a decision. 	Sue to send out request to parents.	
	Health and Safety Report Key Points	<ul style="list-style-type: none"> ○ All medication folders, student medication containers and sign out documents have been updated. 		
	Risk Management Key Points	<ul style="list-style-type: none"> ○ Risk 4: Rob asked if there was a need for an external audit review of our medication administration. The school has very stringent procedures in place and Ged advised that no external audit is necessary. Would the paediatrician provide us with an alternative medication distribution procedure if necessary? 	Sue to talk to the paediatrician when she is back from holiday in two weeks.	
	Policy Review	<ul style="list-style-type: none"> ○ Operational policies D1 Responsibilities of Principal, D2 Curriculum Delivery, D3 Personnel and D3.1 Appointments will be sent out next week for review. 		

Meeting Venue Change	○ <i>Matt requested venue changes for BoT meetings. It was agreed that the meeting on 26 July will be held at the Kapiti College satellite.</i>		
In Committee	○ <i>HR Report</i> Time entered: 6.55pm Time exited: 7.15pm		
Items for next Agenda	<ul style="list-style-type: none"> ● <i>Sign off banked staffing...SUE report.</i> ● <i>Approve minutes, financials, and payment of over limit invoices, any new projects.</i> ● <i>Approve quotes and invoices over \$2000</i> ● <i>Update through Principal report.</i> ● <i>HR Self Review Tool Checklist</i> ● <i>Finish strategic and 1-3 year plans.</i> ● <i>Curriculum reporting and IEP goal achievement.</i> 		
Meeting Closed Date for Next Meeting	Time Closed: 8.50pm Next Meeting: 6.30pm Monday 31 May		
Signed: _____ BOT Chairperson Date: _____			
Signed: _____ Principal Date: _____			