

Board of Trustees Meeting Minutes

22 February 2021

	Agenda Item	Discussion Points	Action	Follow Up
1. Administration	1.1 Present	Sue, Meredith, Ged, Tangiwai, Larissa, Pat, Rob, Karen		
	1,2 Apologies	Matt		
	1.3 Election of Board Chairperson	Ged was nominated for the role of Board Chair for 2021, which he accepted. All agreed.		
	1.4 Confirmation of previous meeting	Minutes from meeting: 30 November 2020 <ul style="list-style-type: none"> ○ Moved: Ged ○ Seconded: Meredith ○ Previous Month's Minutes signed: Done ○ Previous Month's Monthly Financial Report signed: Done 		
	1.5 Correspondence	<ul style="list-style-type: none"> ○ Education Gazettes ○ Governance Report (emailed) 		
2. Principal Report		<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"> ○ The report on students working within the Expanded Framework and NZ curriculum for Term 4 2020 has been prepared. Postponed to March meeting due to the workload of the February meeting. 	To be presented at the March meeting.	
	2.2 Nag Two: Planning Reporting etc	<ul style="list-style-type: none"> ○ HR self-review postponed till March meeting due to the workload of Feb meeting. 		
	2.3 Nag Three: HR Management	<ul style="list-style-type: none"> ○ Two LAT positions have been authorised with two more to gain authorisation. 		

	<ul style="list-style-type: none"> ○ One teacher resignation. Position has been advertised. ○ In committee discussion <ul style="list-style-type: none"> - Entered: 7.45pm - Exited: 7.53pm 		
<p>2.4 Nag Four: Financial Report</p>	<ul style="list-style-type: none"> ○ Governance Report November 2020 was discussed and approved. ○ Visa payments for December and January approved ○ Principal reimbursements submitted to Chairperson for approval ○ Principal travel claim Approved for reimbursement. ○ Approval for invoices over principal's limit of \$2000 submitted: IWBs \$24,000, Furniture Kapiti Coll \$5000, Security cameras \$5066.00, Disability bed \$9000 ○ Budget 2021: The Board instructed Sue to enter the \$\$ value against the codes as planned originally and to not reduce spending to reduce the deficit. The budget will be submitted to the MoE with an explanation that MoE reimbursements for Tiaki allowance and transition regrading are not budgeted for. TAPEC and CA extra costs are included at present. ○ Assets to be entered on Asset Register: <ol style="list-style-type: none"> 1. New device from Talklink. To be entered at March meeting. <p>Moved: Seconded:</p> 		

	<ul style="list-style-type: none"> ○ Assets to be removed from Asset Register: 1. List of items submitted Moved: Seconded: 		
2.5 Nag Five: Property Report	<ul style="list-style-type: none"> ○ Quote received for \$4,300 for installation of a barrier arm at the entrance to the school to prevent rubbish being dumped on our grounds and to deter overnight campers along with power and water usage. ○ Quote received for \$3,650 plus GST for a new pedestrian gate on Porirua School's deck and reinforcing existing fence for our students. Approved. ○ Design and construction of doors to veranda and enclosing of veranda from Rooms 6 and 7 in the planning stages along with doors to the resource room. ○ The new satellite at Tairangi School has been approved by MoE. Waiting for their BoT signoff. Aiming at a T4 opening. 	Action postponed to later in the year.	
2.6 Nag Six: Compliance Legislative requirements	<ul style="list-style-type: none"> ○ Budget uploading delayed while code entries attached to original plan. ○ Strategic vision uploading delayed while we consult with parents. 		
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 		
Board Delegations	<ul style="list-style-type: none"> ○ The Board delegations for 2021 were approved. Moved: Ged Seconded: Tangiwai 	All Agreed	

BoT Workplan 2021	<ul style="list-style-type: none"> ○ The 2021 Workplan was accepted with two changes. ○ April meeting cancelled and work moved to May meeting. ○ The October 25 meeting is moved to Oct 26. 		
Health and Safety Report Key Points	<ul style="list-style-type: none"> ○ There has been two ambulance call-outs for one student for seizures. ○ There are issues with the quietness of the duress alarm. Alliance is addressing this. ○ Three restraints used and discussed with the BoT Chair. 		
Risk Management Key Points	<ul style="list-style-type: none"> ○ <u>Human Resources</u>: The risk is higher as we are finding it increasingly difficult to find high quality teachers / qualified Special Ed teachers. ○ <u>Emergency Management</u>: There was discussion on the level of risk. We felt we were reducing risks as much as possible and would reduce on our plan from red to amber. 		
Strategic Discussion Key Points	<ul style="list-style-type: none"> ○ The Strategic Vision was presented. However a decision was made to invite parent feedback. Sue to prepare a PowerPoint for whanau BBQs which will delay the upload to MoE. 		
In Committee	<ul style="list-style-type: none"> ○ HR Report Time entered: 7.45pm Time exited: 7.53pm 		
Items for next Agenda	<ul style="list-style-type: none"> ● Sign off banked staffing...SUE report. ● Approve minutes, financials, and payment of over limit invoices, any new projects. ● Approve quotes and invoices over \$2000 ● Update through Principal report. 		

	<ul style="list-style-type: none"> • Finish new budget. • Finish strategic and 1-3 year plans. • Curriculum reporting and IEP goal achievement. 		
Meeting Closed Date for Next Meeting	Time Closed: 9.30pm Next Meeting: 6.30pm Monday 29 March		
Signed: _____ BOT Chairperson Date: _____			
Signed: _____ Principal Date: _____			