| **Board of Trustees Meeting** |  |
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| **When** | 10 August 2022 at 5.30 pm – 7.30 pm |
| **Where** | Mākara Model School and Teams Meeting |
| **Trustees** | Ali Kirkpatrick (Chair), Genieve Morrison, Gwyneth Wills, James Ryan, Jenny Skinner, Struan Reid, Caro Wills (Principal), Andrew Graham (Deputy Principal) |
| **Attendees** |  |

## Welcome

Ali welcomed everyone to the meeting.

## Administration (Ali)

## Apologies

## There were no apologies.

## Declaration of Interests

## The Board had no interests to declare that were relevant to the meeting’s agenda.

## Confirmation of Minutes 22 June 2022 and Matters arising

## The Board agreed the minutes of the meeting on 22 June 2022 as a true and accurate record. There were no matters arising from the Minutes.

## Action Points

## The discussion relating to the Action Points is recorded in the Action Points table.

## Decisions made at this meeting

## The Board made the following decisions at this meeting.

| Number | Agenda Item | Decision |
| --- | --- | --- |
| 1 | 3.1 | The Board agreed to endeavour to select an additional Parent Representative on the board. Ali Kirkpatrick/Gwyneth Wills |
| 2 | 3.2 | The Board agreed to apply for grants to support the improvement to court surface and installation of blinds to classroom windows.Gwyneth Wills/Ali Kirkpatrick  |
| 3 | 3.3 | The Board agreed that giving effect to Te Tiriti will be a focus once new board members have commenced roles and have attended the relevant NZSTA training.Struan Reid/Genieve Morrison |
| 4 | 3.4 | The Board agreed that it was supportive of retaining four teachers for 2023.Gwyneth Wills/Jenny Skinner |

## Strategic Decisions

## School Board Elections (Ali)

## The Board noted:

## Four parent nominations were received. As such no election is required.

## An additional Parent Representative will be sought in the community to join the board by Selection although there are sufficient board members for Governance purposes.

**Decision: That the Board agree to seek an additional Parent Representative to join the board by Selection.**

**Moved: Ali Kirkpatrick Seconded Gwyneth Wills All Agreed**

## Funding applications including court/turf (Gwyneth and Jenny)

## The Board noted:

* Westwind have a funding round open for application in October 2022 and we will complete applications for funding support for costs associated with Asphalting the court; providing blinds to the classrooms.
* Caro will check with MOE as to an Air Purifier for Karearea. If this is not available a further funding application to Westwind will be undertaken.

**Decision: That the Board agree to apply for at least two Westwind grants to provide support for costs associated with Asphalting the court and installing blinds to the classrooms. A possible third application will be completed for an Air Purifier if not provided by MOE.**

**Moved: Ali Kirkpatrick Seconded Gwyneth Wills All Agreed**

## NZSTA Te Tiriti webinar reportThe Board noted:

## That it was committed to giving effect to Te Tiriti.

* This will be a focus once new board members have commenced roles and have attended the relevant NZSTA training.

| Decision: To focus on giving effect to Te Tiriti once the new board is in place and has had the opportunity to attend relevant NZSTA trainingApproved: Struan Reid Seconded: Genieve Morrision All Agreed |
| --- |

## 4th Teacher Funding

## The Board agreed:

## In principle, based on projected roll and financial position, it was supportive of retaining 4 teachers for 2023.

* The role will be provided on a Fixed Term contract on the basis of a fluctuating school roll and ongoing financial support required by the board.

## Decision: That four teaching staff are retained for 2023.

## Moved: Ali Kirkpatrick Seconded: Gwyneth Wills All Agreed

## 3.5 2023 Out of zone enrollments

The Board agreed:

* Mākara Model School will offer 10 out of zone placements in 2023
* Mākara Model School will offer 2 pre-enrolment periods for out of zone enrollments for 2023.
* Both of the ballot periods will cover the whole school and there will be no separate ballots for year levels.
* Ballot deadline dates

  **Intake 1** - 15 October deadline for applications / 30 October ballot

  **Intake 2 -** 1 August deadline for applications / 15 August ballot

## Finance and Audit (Gwyneth)

## July 2022 Finance Report

## The Board discussed the Management Report prepared by Education Services and noted:

## That overall expenditure is tracking well against budget.

## That income is ahead of budget mostly due to success by Caro in obtaining additional funding for various items.

## That SUE staffing is under used by $9153 and Caro will work through this to remedy it.

## Monitoring (Caro)

## Health & Safety

## No major health and safety incidents.

## It was noted that the court surface has been listed on the Hazard Registry and the children are regularly reminded to take care prior to class activities being completed on the court.

## Principals Report

## The Board thanked Caro for her report and noted:

## That there was high engagement with the recent Goal Setting meetings.

## Roll numbers remain as forecast and enrolment enquiries continue.

* Term dates for 2023 will be advised by Caro and will meet the minimum day requirements for MOE.
* Te Reo and Kapa Haka will be provided year round with a Kapa Haka school group to be established in 2023.
* Accessibility works have been cancelled by the MOE as the student has enrolled elsewhere. Caro will continue dialogue with the MOE to endeavour to get the project completed.
* That it would be appropriate for the Board to either pay for a work phone for Caro or alternatively pay for the mobile plan for her personal device. Caro will advise which she prefers.

## *Professional development*

## Coaching and support has been, and will be, provided to teachers as they implement the new assessment and programmes and manage the change.

## Two teachers are currently enrolled in the Incredible Years Programme and have provided positive feedback.

* All teaching staff are completing an online Te Reo course which is being supplemented with support from the Te Reo teacher

## The teaching staff will be using the teachers only day to visit other schools that have introduced structured literacy programme

## Principal Assurances

## These are summarised in the Principals report.

5.4 Principal Wellness Funding

* Caro continues to work through options for this funding. The board specifically wishes to see it spent on the purpose it was meant, to improve and protect the Principal’s Wellness.

5.5 Mobile Phone for Caro

* That it would be appropriate for the Board to either pay for a work phone for Caro or alternatively pay for the mobile plan for her personal device. Caro will advise which she prefers.

 5.6 Health Curriculum Consultation

* The board is required by MOE to complete a survey with its community regarding the provision of Health Curriculum. This was last completed in 2020.
* Caro will schedule its completion.

## Standing Items

## Emergency Preparedness – Caro confirmed is covered regularly in staff meetings and recent changes have been made to improve procedures.

## Correspondence

## The Board had no correspondence to discuss.

## Other

## There were no other agenda items.

## Administration

7.1 Agenda Items for next board meeting

* Election of Presiding Member

7.2 Ali will attend to refiling of minutes from past meetings so that all minutes that do not include In Committee Minutes can be uploaded to the school website.

7.3 Ali and Gwyneth will meet to establish an appropriate Board Member Induction process.

The Chair thanked everyone for attending and closed the meeting at 7.30 pm.