	Board of Trustees Meeting	
When	11 June 2023	
Where	Zoom meeting	
Trustees	Ali Kirkpatrick (Chair), Genieve Morrison, James Ryan and Rachael Kasa	
Attendees	Caro Wills (Principal), Andrew Graham (Deputy Principal), Denise Hutana (minutes)	

1. Welcome

Ali welcomed everyone to the meeting with a Karakia.

2. Administration

2.1 Apologies

There were no apologies.

2.2 Declaration of Interests

The Board had no interests to declare that were relevant to the agenda.

2.3 Confirmation of Minutes 10 May 2023

The Board agreed that the minutes of the meeting held on 10 May 2023 were a true and accurate record and could be published on the school website.

2.4 Matters arising from the Minutes

There were no matters arising from the Minutes.

2.5 Action Points

Refer to the Action Points table.

2.6 Decisions made at this meeting

The Board made no decisions at the meeting.

3. Finance and Audit Reports

3.1 May 2023 Finance report

The May 2023 Finance Report should be available by the end of the week. The Ministry's financial representative is finalising the Finance Report and is available to meet with the Board next term if required.

Action: Ali to send the May 2023 Finance Report to Board members when available.

Action: Caro to invite the Ministry's Financial Representative to the next Board of Trustees meeting.

3.2   Annual Report

The 2022 Annual Report has been completed.

4.   Strategic Decisions

4.1   Drainage

The Board noted:

- Caro has met with the Ministry of Education property advisor. There are at least two issues (1) the sump near the playground (this will be cleared shortly) and (2) when the driveway was built alongside the school some of the drainage was diverted into the school storm water system. The Ministry is currently waiting for a response from the Wellington City Council (WCC).
- The school is hoping to have the problems resolved by July.

Action: Ali to email the property owners on the driveway informing them that the school has contacted the WCC in the hope of resolving the water leak problems.

Action: Ali to email the WCC and Ministry of Education property advisor, asking for a resolution to the drainage issue.
5.   Monitoring (Caro)

5.1   Health & Safety

The Board noted that there are no health and safety incidents to report. The Hazard Register is a standing item at staff meetings and hazards are quickly addressed.

Recently, the school had one case of COVID. As a precaution, families of students in the class were notified.

5.2   Principals Report

The Board thanked Caro for the report and noted:
- The school roll currently sits at 83 with stable attendance.
- A decision about the Breakfast Club has not been made as numbers have not been finalised.
- Caro has engaged Julie Roberts (NZCER Rangahau Mātauranga o Aotearoa) for two sessions. Julie is an experienced mathematics facilitator and delivers mathematics professional learning support in schools. Caro is applying for funding from the Ministry to engage Julie for the rest of the year.
- The Parent Information evening is planned for 14 June and Joseph Driessen (international educator and speaker) will attend.
- Caro is following up the start date for the bathroom renovation.
- The WCC delivered 80 plants to the school for planting.

5.3   Principal Assurances

The Board noted that the Term 2 Assurances had been given at the Board Meeting on 10 May 2023).

6.   Standing Items

<u>6.1   Term Policy review</u>

There are a number of policies that the school is being asked to comment on in relation to Education Outside the Classroom. A number of schools have provided feedback.

Action: Genieve and Caro to discuss the changes and feedback on the "Education Outside the Classroom" policy.

<u>6.2   Complaints register</u>

No complaints have been received.
7.   Administration

<u>7.1   Next Board meeting</u>

The next Board meeting will be on 2 August 2023.
8.   Any in-committee items

The Board did not discuss any in-committee items.

9.   Meeting closed

The Chair thanked everyone for attending and closed the meeting with a Karakia at 6.15 pm.

Chair   **Date**

Ali Kirkpatrick