

## Board of Trustees Meeting



<b>When</b>	14 September 2022 at 5.30 pm – 7.30 pm
<b>Where</b>	Mākara Model School and Teams Meeting
<b>Trustees</b>	Ali Kirkpatrick (Chair), Genieve Morrison, James Ryan and Rachael Kasa
<b>Attendees</b>	Caro Wills (Principal), Andrew Graham (Deputy Principal), Denise Hutana (Minutes)

### 1. Welcome (Ali)

Ali welcomed everyone to the meeting.

### 2. Administration (Ali)

#### 2.1 Apologies

There were no apologies.

#### 2.2 Declaration of Interests

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

#### 2.3 Confirmation of Minutes 20 August 2022 and Matters arising

The Board agreed the minutes of the meeting on 20 August 2022 as a true and accurate record. There were no matters arising from the Minutes.

#### 2.4 Action Points

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

#### 2.5 Board Meeting Times

The Board agreed that the:

- Board meetings would continue to be on the third and eighth Wednesday of each term at 5.30 pm.
- The meeting on 9 November 2022 would be moved to 2 November to avoid a clash with the school camp.

#### 2.6 Decisions made at this meeting

The Board made the following decisions at this meeting.

Number	Agenda Item	Decision	Mover and Seconder
1	3.1	That Ali Kirkpatrick be re-elected as Chair of the Board of Trustees.	James Ryan Genieve Morrison
2	3.4	The Board agreed that it was not necessary for the school to have cyber insurance.	All Agreed

### 3. Strategic Decisions (Ali)

#### 3.1 Appoint Board Chair

The Board unanimously confirmed Ali as the Chairperson.

**Motion: That Ali Kirkpatrick be re-elected as Chair of the Board of Trustees**

**Moved: James Ryan    Seconded: Genieve Morrison    All Agreed**

#### 3.2 Reaffirm the Board Code of Conduct

The Board reaffirmed the Boards Code of Conduct.

#### 3.3 Reaffirm Board Delegations

The Board reaffirmed the Board delegations. The Board agreed not to change the delegations at this point.

#### 3.4 Cyber Insurance

The insurance policy for the School offers an option for cyber insurance. The Board noted that other local schools do not have this insurance and considered the risk low as CERT is available to help organisations that are impacted by a cyber-attack.

The Board agreed not to take out cyber insurance.

#### 3.5 Board police checks

The Board discussed whether Board members should be required to have a police check and noted that:

- It could be considered discriminatory.
- Members could voluntarily apply for a police check.

**Action 1: James to ask for informal legal advice on whether the Board could require Board members and those nominated for elections to have a police check.**

#### 3.6 Guidelines on the Surrender and Retention of Property Policy

The Surrender and Retention of Property policy has been updated and is in School Docs.

### 4. Finance and Audit (Ali)

#### 4.1 Aug 2022 Finance Report

The Board discussed the Finance Report and noted:

- The Budget is tracking as expected. The underspend on staffing is misleading as it does not allow for the fourth teacher who is funded by the school.
- A number of funding applications have been lodged.
- Additional teacher aide hours and RLTB funding has not yet been allocated.
- \$17,055 was allocated by the Ministry for relievers, while the school budgeted \$7,500. Expenditure on relievers is over the school budget but will be covered by the Ministry's allocation.

## 5. Monitoring (Caro)

### 5.1 Health & Safety – Any incidents

The Board noted:

- There have been no major health and safety major incidents.
- A recent fire alarm substituted for the fire drill.
- The lock down drill went well. Caro is in the process of getting quotes for blinds.
- The Earthquake drill will be held on the National Shake Down day. Every class has an emergency bag.
- Kiri and Caro are enrolled for a first aid refresher course.
- The school bus can only take 21 children and demand is reaching the limit. Currently numbers are managed through pick-ups and drop-offs. The Board noted that legally the bus is only required to take in-zone students.

### 5.2 Principals Report

The Board thanked Caro for her report and noted:

#### *Enrolments*

- Currently there are 73 students enrolled with the potential of reaching up to 80 students by the end of the year. Funding for the fourth teacher is based on the school roll on 1 July and 1 September. If enrolments are above 76 after 1 September Caro will discuss this with the Ministry.

#### *Structured Literacy*

- The teacher only day focussed on Structured Literacy with a field trip to Martinborough.
- The programme should be fully embedded in the school by the end of 2023.
- Grants are being applied for to assist with purchasing more resources. As the MOE has approved the Ideal platform as a provider, the school can apply for professional development funding.

#### *SENCO*

- The Board noted that applications for Interim Response Funding (IRF) will be lodged to support students with higher needs.
- Two IRF applications have been approved for Term 4 term (100 hours).

#### *Capital Kiwi*

- Capital Kiwi are working with the school on the release of Kiwi. Local iwi are involved. A hangi will be arranged to celebrate the release with the winners from the speech competition giving their speech on the day. Winners of the poster competition will also be displayed.
- It is expected that there will be further releases over time.

- Release dates are confidential.

#### *Hāutu*

- The local Kāhui are using Hāutu to gauge if their decisions are made in a culturally responsiveness way.
- The Board noted that Hāutu is a resource that can guide their actions and decision making.
- Caro is required to report to the MOE about how the school meets the obligations under Te tiriti o Waitangi.

**Action 2: Caro to update the Board on the Kāhui discussions on the Hāutu at the next Board meeting.**

**Action 3: All Board members to reflect on the Hāutu and be prepared for a discussion at the next Board meeting.**

#### *Property*

- The garden and play sheds are completed. Caro is getting quotes for a plastic covering for the front of the play shed.
- The deck and shade sails are still being progressed.
- The container has power.
- The Ministry has signed off the renovation of all the toilet block.
- The community planting is about half way through.

#### *Performance Development*

- Caro continues to coach staff to reach their goals – focussed mainly on structured literacy and leadership.
- The Staff Wellbeing Survey has been sent out for staff to complete.

#### *Student Wellbeing*

- Activities include Disney day, school assembly and sausage sizzle.

### 5.3 Principal Assurances

The Principal Assurances have been updated (see blue in the Principal's Report).

**Action 4: Caro to update her report to:**

- **Reflect that physical restraints were not applied in this reporting period**
- **Clarify that the Surrender and Retention policy relates only to property searches and not person searches.**

## **6. Standing Items (Ali)**

### 6.1 Emergency Preparedness

Covered in Agenda 5.1.

### 6.2 Term Policy review: Remainder of Behaviour Management (Genevie)

The Board thanked Genevie for her comments on the Policy and noted:

- That the community needs to know which policies are up for review.
- Genevie will collate feedback and send to school docs.
- Changes need to be communicated to staff.

**Action 5: Caro and Andrew will develop process and assign responsibility for reviewing policies, providing school feedback to Genevie and communicating changes.**

The Board noted and agreed that the following feedback would be included:

- The policies are inadequate in reflecting cultural responsiveness.
- The Principal should have the responsibility for agreeing flexible working conditions (eg part time, working from home, job sharing) as she is best placed to consider the impact on children and teachers wellbeing.
- The Child Protection Policy needs to provide clarity on parental/guardian involvement.

### 6.3 Complaints register

No complaints have been received.

### 6.4 Board Induction

The Board noted that Ali is developing a Board induction pack/process.

**Action 6: Ali to develop an induction/pack progress for new Board members.**

## **7. Administration (Ali)**

### 7.1 Agenda Items for Next Meeting

**Action 7: Ali to add to the Agenda for the next meeting**

- Community and fundraising activities.
- Discussion on the Hāutu and feedback from Caro.

### 7.2 Correspondence

The Board had no correspondence to discuss.

### 7.3 Other

There were no other agenda items.

## **8. Any in-committee items**

The Board discussed an in-committee item.

## **9. Meeting closed**

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