



Board Meeting Minutes – Tuesday 05 September 2023

	Out comes:
<p><u>1. Administration/Welcome</u></p> <p>1.1 Present</p> <p>1.2 Apologies</p> <p>1.3 Declaration of interests</p> <p>1.4 Confirmation of minutes</p> <p>1.3 Correspondence</p>	<p>Colleen Margison, David Hulley, Terina Jacob, April Fang, Ed Cook, Rita Williamson</p> <p>Lara Kendall, Hayley O'Dwyer.</p> <p>Paul Harder, Mark Steele</p> <p>Silent – secretary – Helen Bould</p> <p>None</p> <ul style="list-style-type: none"> • Actions – All completed. Response to parent who contacted school re: RSE concerns, to be sent. <p><i>The Presiding Member proposed the minutes of the last meeting be confirmed – seconded by David Hulley.</i></p> <p>Argest – Colleen discussed – an error in uploading check completion dates, may result in a penalty.</p>
<p><u>2.Strategic decisions</u></p> <p>2.1 Strategic decisions made if required</p>	<p>None</p>
<p><u>3. Monitoring</u></p> <p>3.1 Ongoing summary of progress to date in relation to the annual plan</p>	<p>Principal Report</p> <ul style="list-style-type: none"> • Colleen discussed report. To add report to Board site. • Principal Wellbeing allowance 2023, to be carried over until 2024.



3.2 Expert presentation

- Thanks to PTA for all their hard work in organising community events.

Principal Report passed – Rita Williamson

Seconded – Ed Cook

Policy – Maori Educational Success

Learning Support

Rita reviewed policies – Board happy.

NZSTA – Code of Conduct – not discussed.

ESOL – presented by Hayley. This data will be placed on the Board site.

AFL (Assessment for Learning)– presentation by Cat Mellor, Vanessa Elliott, Jane Craig. Supports teachers to plan and modify programmes. Identifies students' needs and successes. Discussion on how AFL is working in the classroom and how sharing through Seesaw to parents allows families to see what's happening in the classroom.

3.3 Data analysis

None

3.4 Exploration of key result areas (goals)

None

3.5 Finance and audit report

Financial report – on Board site.

- Concern over the predicted deficit for end of year. Understanding required re: cash flow towards the end of the year. Working capital end of year – Board want reassurance that we can improve deficit.

Finances to be passed once Mark has reported back and information gained from CES re: deficit.

Finances passed: no

Seconded: --

Fixed Asset Register and Depreciation Rates to be signed by Board and Principal and sent to CES.



<p><u>4. Strategic discussions</u></p> <p>4.1 Exploration of special issue or project Eg Budget, principal performance agreement, delegations.</p>	<ul style="list-style-type: none"> • Ooz 2024 – Lara spoke to Board re: numbers – at this stage looking to take 24 out of zone students in 2024. Board happy with this decision. <p>Annual Plan</p> <ul style="list-style-type: none"> • Where we are at ? Goals discussed. • Māori hui – took place at the Uxbridge Centre. Not a great attendance but it was a very successful event. • Key learnings: to make a connection with Māori families. Māori students of parents at hui are happy at school. To work on goals with Māori. • Well being – nothing to add since the presentation at the last meeting. • Assessment for Learning – Team Leaders will present to the Board later in the meeting.
<p><u>5. Identify Agenda Items for Next Meeting</u></p>	<p>See 2.1</p> <p>Finances – CES query</p>
<p><u>6. Administration</u></p> <p>6.1 General Business</p> <p>6.2 BOT hours since last meeting</p>	<ul style="list-style-type: none"> • Argest – possible penalty due to one doc not updated. • Traffic outside of school – issues discussed. Confusion around drop off area. Work needs to be done on making this area more appropriate to the schools present needs. <p>Mark Steele – 1 hours</p> <p>Rita Williamson – 1.5 hour</p> <p>David Hulley – 0 hours</p> <p>Ed Cook – 1 hours</p>



	<p>April Fang – 1 hours</p> <p>Terina Jacob– 0 hours</p>
<p><u>7. Meeting Closure</u></p> <p>7.1 Comments on meeting procedures and outcomes</p> <p>7.2 Preparation for next meeting</p>	<p>See 5 and below.</p> <p>See actions.</p>

Meeting closed – 9.30pm

Next meeting – Tuesday 24 October 2023 at 7.00pm

See Action Table below:

Actions from this meeting:

CES – information re: end of year deficit	Colleen
Fixed Asset and Depreciation Rates – signed form to CES	Helen
Letter to parent with concerns on RSE	Board