



Board Meeting Minutes – Tuesday 13 June 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>Out comes:</p> <p>Colleen Margison, Mark Steele, Rita Williamson, Terina Jacob, David Hulley, April Fang, Ed Cook, Paul Harder, Lara Kendall, Hayley O’Dwyer</p> <p>Visitors: Katherine Chua, Tina Wong, Daniella Pesuna, Mieke Teblanche, Ally Foma, Willow Holden, Alison Leaf, Halton Lange-Smith, Alison Lange-Smith, Ian Lange-Smith, Amy Pearce, Anthony Qiu, Joylynn Qiu, Samuel Chua, Lisa Parfitt, Lorraine Thompson, Monique Clark, Lesley McCormick, Claudia Ning, Tony Ngi, Sandi Le Grove Smith, Tristan McNab, Matt Dawson, Danielle Dawson, Elliot Heilei.</p> <p>Silent – secretary – Helen Bould</p> <p>Rita welcomed visitors and went over the meeting guidelines. Colleen went over Health and Safety for the evening.</p> <p>None</p> <p><i>The Presiding Member proposed the minutes of the last meeting be confirmed – seconded by David Hulley – 2 amendments to be made – Ed Cook’s hours and investment advice to be moved to next meeting.</i></p> <p>On Board Site</p> <ul style="list-style-type: none"> • RSM Audit – discussed with Board. Doc on site for further reading.
<p>2.Strategic decisions</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"> • To be loaded onto Board site. Colleen discussed report.



<p>3.11 Parent Speaker</p> <p>3.2 Expert presentation</p> <p>3.3 Data analysis</p> <p>3.4 Exploration of key result areas (goals)</p> <p>3.5 Finance and audit report</p>	<p>ERO report to be loaded onto school website.</p> <ul style="list-style-type: none">- Policy on AI should be adopted. On Demo site at present, will inform Board once this is available. <p>Principal Report passed – Mark Steele</p> <p>Seconded – Rita Williamson</p> <p>RSE</p> <ul style="list-style-type: none">• Kathryn Chua spoke regarding her concerns with the RSE Guidelines. A copy of this speech can be found on the Board site. Rita asked Board if they wanted any clarifications from Katherine. Board were happy and stated that they would respond to Katherine. <p>Students Coaching Students – presented by Karyn Bell and Cat Mellor. Document on for Board site. The Board thanked Karyn and Cat for their presentation.</p> <p>None</p> <p>None</p> <p>Financial report – on Board site.</p> <ul style="list-style-type: none">• Mark – had a query on higher amount on Government Funding and assurance for the statement at end of report. Colleen discussed the issue of Pourato site and issue that effected the record of staffing. Also to be mindful of employing staff in fixed term positions and not over staffing.• April’s question - Do teachers feel supported with release time and their work/life balance? Terina and Colleen discussed. To ask CES about 90% in “other” for relievers. <p>Finances passed: Mark Steele</p> <p>Seconded: David Hulley</p>
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<p><u>4. Strategic discussions</u></p> <p>4.1</p>	<p>Annual Plan Goal 3 – Wellbeing and Coaching.</p> <ul style="list-style-type: none"> • Colleen discussed. Document on Board site. Karyn and Cat discussed coaching in their presentation and Colleen discussed Mitey that is used at Mellons Bay for wellbeing. <p>Board Portfolios – to keep individual portfolios individual. Board Members portfolio's.</p> <ul style="list-style-type: none"> - Finance – Mark Steele - Property – Ed Cook - Policies – Rita Williamson - Communication – David Hulley and April Fang - Health and Safety – All of Board to be involved.
<p><u>5. Identify Agenda Items for Next Meeting</u></p>	<p>See 2.1</p> <ul style="list-style-type: none"> • Goal 1 Annual Plan • Questions on finance – Term Deps • Complete actions – from last meeting to be completed.
<p><u>6. Administration</u></p> <p>6.1 General Business</p>	<ul style="list-style-type: none"> • The Board thanked Karyn for all her support with the students and for her time on the Board. • April has been asked by parents from our community on how ESOL is going at Mellons Bay School. A presentation to the Board re: ESOL has been suggested, Our numbers at this stage are lower this year. To update ESOL on website to give clear information on our ESOL resourcing and strategy.



<p>6.2 BOT hours since last meeting</p>	<p>Mark Steele – 1 hour Rita Williamson – 15 hours David Hulley – 1 hour Ed Cook – 1 hour April Fang – 1 hour Terina Jacob– 1 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 – 8.55pm

Next meeting – Tuesday 01 August 2023 at 7.00pm

See Action Table below:

Actions from this meeting:

<p>Response to Katherine Chua</p>	<p>Rita</p>
<p>School Docs – EOTC – add RAMS to policy Doc</p>	<p>Helen</p>
<p>Term 2 check on payment to staff dealing with finance at school.</p>	<p>Rita</p>
<p>CES questions re: Resources and Property overspend.</p>	<p>Helen</p>
<p>Investment advice</p>	<p>Mark</p>
<p>ERO report on website</p>	<p>Helen to ask Gina</p>
<p>ESOL information onto website</p>	<p>Hayley</p>



CES – clarification on where increased funding has come from MOE.	Mark
CES – why 90% fund in “other” code for relievers	Mark
To add ESOL Presentation to a Board meeting.	Colleen and Hayley