



Board of Trustees Meeting – November 9 2020

Present: Tara O'Neill, Antony Deaker, Claire Reid, Katie Peppercorn

Apologies: Bex Williams

MINUTES FROM THE PREVIOUS MEETING

No questions or issues from the minutes of the previous meeting.

Motion: *That the minutes of the last Board of Trustees meeting are accepted.*

Moved: Ant Deaker **Seconded:** Claire Reid

CORRESPONDENCE

The BOT has received a letter from Crombie Lockwood, our insurance company, remarking that the school doesn't have much insurance cover and offered some additional cover options. A discussion will be had with the insurance company regarding options and will report back. Attendance report looks acceptable. We have received the letter from the Otago Regional Council regarding the septic monitoring system and are in the process of installing the water meter system and will commence record keeping of discharge levels.

Motion: *That the correspondence was received.*

Moved: Ant Deaker - carried unanimously

PRINCIPAL'S REPORT

The arrangement for the classrooms next year will follow the current set up. Consistency will be important with the upcoming classroom alterations. We are unsure of the dates for the construction, so therefore will address those changes when they happen. Tara has performed a review of learning support at the school and the BOT finds them satisfactory. Advertising for new teachers has gone out online and the process will be completed in two weeks. The BOT has the option to be involved in the selection process.

Motion: *That the Principal's report, 7+8 programme report and the review of the learning support report is accepted. We have noted the BOT's commitment to fund a teacher aide at full capacity in Mihiwaka (subject to budget). The BOT notes that the students request for their 7+8 programme is in alignment with the classroom.*

Moved: Claire Reid **Seconded:** Katie Peppercorn

GENERAL BUSINESS

Replacing a BOT Member

We have received initial interest in joining the BOT from three parents and will confirm if we need to have a by-election.

Roll Growth Zoning Scheme

Formal conversation and discussions will be held with the community and surrounding schools next term. The community forum has already occurred and the questionnaire has been sent out and analysed. The scheme will be instituted at the beginning of next year.

Financial Report

The BOT notes the money set aside for cynical maintenance has not impacted the final outcome for spending of the year which is tracking well.

Motion: *The financials are accepted as satisfactory.*

Moved: *Claire Reid* **Seconded:** *Katie Peppercorn*

PROPERTY REPORT

School Property

The invoice relating to the ILE and SIPS projects still hasn't arrived from the Ministry of Education, however the project is still going forwards.

Septic Tanks

The plumber will check the pump and install a water meter and all paperwork will be completed and shared with Otago Regional Council.

Moved: *Claire Reid* **Seconded:** *Ant Deaker*

Policies and Procedure

The BOT to review upcoming policies on School Docs especially the privacy policy.

Motion: The Board notes that they are deferring cyclical maintenance to block 4+6 until 2021.

Moved: *Katie Peppercorn* **Seconded:** *Antony Deaker- carried unanimously.*

Motion: The Board approves the inclusion of a budget for the 2020 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2020 operating and capital purchases budgets.

Moved: *Claire Reid* **Seconded:** *Antony Deaker- carried unanimously.*

Meeting ended at 8:20pm

Action List From Meeting

Action	By Who
Finish up septic tank maintenance	Cori
BOT Elections	Cori
Enrollment Scheme next steps	Tara

Next meeting scheduled for 5.45pm Monday 14th of December 2020

Antony Deaker

Chairperson

14/12/2020

Date