



Board of Trustees Meeting – September 14 2020

Present: Tara O'Neill, Antony Deaker, Bex Williams, Claire Reid, Tristan Port and Katie Peppercorn

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: Bex Williams **Seconded:** Claire Reid

CORRESPONDENCE

The Otago Regional Council notified us that we are overdue for our septic tank discharge monitoring manual. Action arising from this correspondence includes contacting a second plumber, asking Dakin to come out and pump our tanks and hopefully explain the system. The school has received the collated yearly attendance report from Everyday Matters. The BOT has also received with regret a notice that Tristan Port is resigning from the BOT. The BOT has decided to select up to two vacancies and the BOT will ask around the school for interested parents.

Motion: *That the correspondence was received.*

Moved: Ant Deaker - carried unanimously

IN COMMITTEE: 7:09pm

OUT OF COMMITTEE: 7:15pm

PRINCIPAL'S REPORT

The teacher's only day went very well and the teachers felt that it was beneficial. All teachers and Tara are working together to work towards a more calm and harmonious classroom. And will aim to reinforce positive behaviors. Looking ahead, Tara is eager to continue with swimming (sponsored by a school parent) and kapa haka. And is also looking forward to sharing tamariki's learning stories and the assembly at the end of the year.

Motion: *That the Principal's report is received with thanks.*

Moved: Tristan Port **Seconded:** Katie Peppercorn

Motion: Deferring cyclical painting of block 6 until after the Kapuka building is done.

Moved: Bex Williams **Seconded:** Ant Deaker - carried unanimously

GENERAL BUSINESS

Roll Growth Zoning Scheme

Formal conversation and discussions will be held with the community and surrounding schools next term. The community forum is on the books and the questionnaire is ready. The community will be consulted regarding the ideal and desired size of the school (via an online form and in person Q+A). And the surrounding schools will be consulted regarding the boundaries and the map.

Financial Report

The school is tracking well financially, the BOT is noting the commentary.

Motion: The financials are accepted as satisfactory.

Moved: Bex Williams **Seconded:** Tristan Port

PROPERTY REPORT

School Property

The ILE project has been slightly derailed due to some miscommunications and mismanagement between the project management team and the ministry of education compounded by a vacancy in a property manager position. But new funding called AMS has appeared that can hopefully help the project get on track even though the SIPS money has been committed to the deck outside of Kapuka.

School House

The majority of the school house is completed- just small jobs remain which include some work in the bathroom and in the kitchen.

Motion: Katie has authority to act and manage the tenancy. She can also authorise up to \$1,000 dollars for any situations that may arrive. She will arrange a meeting with the tenant (Tara) and will negotiate an acceptable rental amount based on the band suggested by Cutlers (\$300).

Moved: Claire Reid **Seconded:** Tristan Port

Policies and Procedure

The policies on School Docs need to have more definitions to better understand the thought and process behind the policy. The BOT is wondering who is the child protection officer at the school. Principal appointment process should include a directive to hire a professional appointment consulting

Other Business

Motion: The BOT would like to reiterate that Anthony Deaker is on the Account Operating Authority for the school's BNZ bank accounts. And would like to establish Tara O'Neill on the account operating authority. Claire Reid, Bex Williams, and Katie Peppercorn are on the Additional Signatures Authority and the Persons Acting On Behalf are Cori Holmes, Bex Williams, Katie Peppercorn, Tara O'Neill and Claire Reid. Effective controllers and beneficial owners are only to be Antony Deaker and Tara O'Neill. Sue Roberts-Blythe and Stacey Honeywill are no longer at the school. The Waitati School is located at 1121 Mount Cargill Road.

Moved: Bex Williams **Seconded:** Antony Deaker- carried unanimously.

Meeting ended at 9:20pm

Action List From Meeting

Action	By Who
Contact a second plumber and Dakin	Cori
Invite interested parents to join the the BOT	BOT Members
Roll growth process	Tara

Next meeting scheduled for 5.45pm Monday 9th of November 2020


Chairperson

10/11/20
Date