



The Board of Trustees Meeting Monday 16th August 2021

PRESENT: Tara O'Neill, Antony Deaker, Bex Williams, Katie Peppercorn, Mark Sanford, Jo Clark, Matthew McCormack.

MINUTES FROM THE PREVIOUS MEETING

Motion: The minutes from the previous Board of Trustees meeting are accepted by the Board.

Moved: Williams **Seconded:** Peppercorn

CORRESPONDENCE

An Entire IT quote for a new office desktop computer was discussed and agreed in principle.

The attendance report from Everyday Matters was reviewed and discussed. There has been a lot of illness this term and the way that the Teacher Only days are recorded affect this data.

A Logic Group update on work due from Lloyd Napper was noted by the Board.

Motion: That the correspondence was received.

Moved: Sanford **Seconded:** Deaker

GENERAL BUSINESS

The Ceramic Studio

A ceramic studio update was presented to the Board by Chris Slabbert.

The studio is a hub and a community, open to beginners right through to practicing artists.

The idea came from the school's passion projects where all the ceramic firing was transported to Palmerston. They have fundraised and purchased a kiln and now have two pottery wheels. They have cleared out the shed, started to line it and put in the electrics for the kiln and new lights.

They are now looking at putting together a committee to run the studio. Tara is looking into an Artist in Residence.

Action: Matt raised the query to inform the insurance company.

Enrolment Zone

The Board has been looking into the process of putting in an Enrolment Zone for the school. Antony informed the Board that he'd attended a good meeting at the Ministry of Education. The zoning is the Ministry of Education's mechanism that schools follow for expansion. Waitati is now out of the DNI Enrolment Zone and capacity is over 100.

Motion: The Board agrees to formally adopt the Waitati Enrolment Scheme.

Moved: Clark **Seconded:** Williams

PRINCIPAL'S REPORT

The Board reviewed the Principal's Report. They discussed the staff wellbeing programme and the conclusions from the Wellbeing survey.

Motion: The Board received the Principal's report with thanks.

Moved: McCormack **Seconded:** Clark

FINANCIAL REPORT

The Budgeted Statement of Finance prepared by Solutions and Services was discussed by the Board. The Board discussed the need to stop spending to allow for the budget to cover this maintenance spending.

Action: Tara to get quotes for what maintenance is needed and when. Tara can then apply for funding.

The Board can then review these costs and the Budgeted Statement of Finance.

Motion: The Board has read and approved the Budgeted Statement of Financial Position.

Moved: Deaker **Seconded:** Williams

PROPERTY REPORT

Matt and Tara discussed the list of maintenance work which they compiled from a school meeting and a walk around the grounds.

The Board discussed the ongoing sewerage maintenance and the next steps to review the dispersal field / new draining field.

Action: Tara and Matt need to prioritise the list. Get quotes and then apply for the relevant funding.

Motion: The Board received the property report with thanks.

Moved: Peppercorn **Seconded:** Deaker

POLICY AND SELF REVIEW

The Board reviewed the policy documents: Concerns & Complaints as well as Behaviour Management.

Action: The Board to review the above policy documents and to send updates to Tara.

Action: Antony to write a community snapshot report from the recent Puaka Matariki Lantern Parade.

This information from the report will be included in the following school newsletter.

- **19.31 the Board went In Committee**

The Board discussed child and staff safety and support at school.

- **20:01 The Board went out of In Committee**

ANY OTHER BUSINESS

The Principal's Appraisal

The Principal Appraisal is in process using the NZSTA format. Three goals will be established, an external person will come in to meet with Tara to review these goals and to talk to staff and the Board. They then create a report based on this. The board discussed who is best placed to do this.

Action: Antony to ask John McKenzie to do Tara's review.

Next Meeting's Agenda

The Board discussed items to be placed on the next agenda:

In light of a recent court ruling, the liability of the Board should be defined.

Tara has been invited to promote Educa. The Board needs to discuss why this is good for the school and how best to protect privacy.

The next meeting will be moved from 13th September due to Ski Camp and will be rescheduled for 6th September 2021. Invite to follow.

Meeting closed: 20.40

Chairperson

Anty Deak

Date

12/9/21