



## The Board of Trustees Meeting 13th December 2021

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

**Apologies:** Matthew McCormack

### **MINUTES FROM THE PREVIOUS MEETING**

**Motion:** The minutes from the previous Board of Trustees meeting are accepted by the Board as an accurate reflection of the previous meeting.

**Moved:** Deaker                      **Seconded:** Peppercorn

It is noted that the minutes dated 6th December 2021 from the Special Meeting of Waitati School BoT are filed.

**ACTION:** Antony Deaker to contact the MOE regarding the end of year protocol for the school leavers ceremony.

### **CORRESPONDENCE**

The Board discussed the correspondence from The Small and Remote Schools Project for early 2022.

The meeting noted the Logic Group correspondence regarding the septic tank system. All Septic has recommended a design be sought for a secondary treatment system from Fluent Solutions.

**Motion:** That the correspondence was received.

**Moved:** Williams                      **Seconded:** Clark

### **PRINCIPAL'S REPORT**

The Board discussed the Principal's Report. The meeting reflected on the recent recruitment process, planning dinner and discussed the draft 2022 school charter.

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

**Moved:** Deaker                      **Seconded:** Sanford

### **GENERAL BUSINESS**

**Motion:** The Board has reviewed the updated cyclical maintenance plan, and considers that this plan represents an up to date and reliable estimate of the Boards obligations at 31/12/2021 to the MOE for cyclical maintenance. The plan records total costs of \$75,400 and an annual cost of \$7,442 and the Board has approved this to be used in the 2021 financial statements. (please refer to new plan under property on site)

**Moved:** Peppercorn                      **Seconded:** O'Neill

**Motion:** The Board approves the inclusion of a budget for the 2021 statement of budgeted cash flow which are derived from the Board's 2021 operating and capital purchases budget.

**Moved:** O'Neill                      **Seconded:** Deaker

It is noted that it would be useful to get a 5 year financial projection.

**Motion:** The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2021 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

**Moved:** Sanford

**Seconded:** Clark

The Board discussed the Hazard register and future safety of projects at school.

The Board raised a Health and Safety concern at the school. In the event of a fire there is no water reserve.

The School has been advised that it's possible to get a freshwater supply to the school, which could solve the water reserve issue and the ongoing water tank maintenance issue.

**ACTION:** Antony Deaker to investigate whether the school can get a mains water supply.

#### **FINANCIAL REPORT**

The Board reviewed the Draft budget and the conservative approach to spending in 2022. The Board will now wait until February 2022 for the final budget to review.

**Motion:** The Board reviewed and accepted the financial report for November 2021.

**Moved:** Williams

**Seconded:** Peppercorn

#### **PROPERTY REPORT**

The building upgrade works are all set to begin at lunchtime on Friday 17th December. The Board discussed the logistics and taking before and after photographs. The Board looks forward to seeing the results in February 2022.

Motion: The Board received the verbal Property Report with thanks.

**Moved:** Sanford

**Seconded:** Deaker

#### **POLICY AND SELF REVIEW**

The Board discussed that the policy review is up to date.

#### **ANY OTHER BUSINESS**

The upcoming school leaver's dinner was discussed by the Board.

#### Health & Safety

It was discussed how information about incidents are communicated to the Board to help students to the fullest. One of the most important roles of the Board is their responsibility for the mana of the staff and the school. It is noted that it could be useful for the Board to be informed of significant or repetitive behavior at school.

**ACTION:** Jo Clark to look into clarification on privacy and the sharing of this information at Board meetings.

The Board is responsible for applying good processes and therefore needs assurance around good processes for health & safety at school. It is noted that the same set of principles are needed for behavioural /learning incidents as physical health & safety hazards.

It was discussed that a termly working bee and risk assessments for health and safety are useful, but the school will need support to do this.

The Board discussed the disconnect in communication since Covid-19 and the ongoing importance of communicating effectively with the community.

**Meeting closed: 19.44**

Chairperson



Date

21/2/21