



The Board of Trustees Meeting 21st February 2022

PRESENT: Tara O'Neill, Antony Deaker, Katie Peppercorn, Mark Sanford, Jo Clark, Bex Williams & Matthew McCormack (via Zoom)

APPOINTMENT OF THE CHAIRPERSON

After an incredible 12 years on the Board, Antony Deaker stood down as Chair, but remains on the Board until May to provide support and continuity. The Board will be calling for nominations for the coming September elections. The Board acknowledges and thanks Antony for his amazing efforts and talents over the years.

ACTION - Mulconroy to contact the NZSTA about whether all members stand for election and whether the Chair restarts at this point.

Motion: *Katie Peppercorn is appointed as the Chairperson for the first half 2022. Jo Clark is appointed as Deputy Chair.*

Moved: *Sanford*

Seconded: *McCormack - carried unanimously*

MINUTES FROM THE PREVIOUS MEETING

ACTIONS from December's Meeting - Deaker contacted the DCC about whether we can access the mains water supply. Deaker to continue this enquiry with McCormack's support. The Board discussed feedback from NZSTA about dealing with incidents and impartiality.

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

Moved: *Williams*

Seconded: *Sanford*

CORRESPONDENCE

The Board reviewed and discussed the correspondence about the septic tank and the new effluent field design.

Motion: That the correspondence was received.

Moved: *Clark*

Seconded: *Peppercorn*

PRINCIPAL'S REPORT

The Board discussed plans for the coming year ahead, including the National Education Priorities and Te Reo plans from the Ministry of Education.

ACTION: *O'Neill to check the roll numbers and calculations for staffing*

Motion: *The Board agreed to an extra Board meeting date Monday 4th April.*

Moved: *Peppercorn*

Seconded: *Clark*

School Wellbeing

Parent feedback, it's importance and how to gather useful data and information was discussed. Making sure that the Board is aware of people's concerns and thoughts is beneficial to the School. It's also good practice to check the Board's perceptions match up to this. A general school wellbeing survey would be beneficial.

ACTION: *Sanford to look into surveying and what would be useful to the school.*

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

Moved: *Williams*

Seconded: *Clark*

GENERAL BUSINESS

School Charter 2022

Motion: The Board discussed and approved the School Charter and Analysis of Variance for 2022.

Moved: Deaker

Seconded: Williams

Budget 2022

The Board discussed and reviewed the Budget for 2022

Motion: The Board agreed the draft Budget for 2022

Moved: Deaker

Seconded: Williams

Covid19

The Board discussed the plan for keeping the school open and how to calculate when the school should close. As there are so many variables, the Board agreed that it's important to communicate to parents regularly. As it's likely the school will have to shut at short notice.

ACTION: O'Neill to send correspondence home about how to plan for covid and closures.

FINANCIAL REPORT

Motion: The Board reviewed and accepted the Financial Report for December 2021

Moved: Peppercorn

Seconded: Williams

Jo Clark left the meeting at 20.35

PROPERTY REPORT

Health & Safety

A health & safety check is due for 2022.

ACTION: O'Neill and McCormack to meet and review the current list.

Building Works

The building improvement works which started at the end of Term 4 2021 is almost complete and due for completion at the end of February 2022, a delay of one month.

The upgraded electrics and cyclical maintenance painting will be done over the Easter holidays.

Ceramics Studio

The Ceramic Studio is complete and about to open on 3rd March 2022.

Motion: The Board received the Property Report with thanks.

Moved: Sanford

Seconded: McCormack

POLICY AND SELF REVIEW

Everyone to review and comment before the next meeting

MEETING CLOSED: 20.44

Chairperson



Date

13/4/22