



The Board of Trustees Meeting Monday 4th April 2022

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

APOLOGIES: Jo Clark.

MINUTES FROM THE PREVIOUS MEETING

ACTION: (Carried over from previous minutes.) - Deaker enquiring with the DCC into whether the school can access the mains water supply.

Motion: The minutes from the last Board of Trustees meeting were discussed and are accepted by the Board.

Moved: Peppercorn

Seconded: Deaker

CORRESPONDENCE

The Board discussed the Covid-19 Response Plan and Risk Assessment. They discussed whether a vaccine pass should be continued at school, after the MOE stop the mandate for Covid-19 vaccines from today.

Motion: That the correspondence was received.

Moved: McCormack

Seconded: Williams

POLICY & SELF REVIEW - Health & Safety

The Board discussed the school's Emergency Management Plan 2022 and the regularity of earthquake drills. The Board agreed to add an extra earthquake drill to Term 2.

It was discussed that a GPS coordinate for the rescue helicopter would be useful.

ACTION: - Deaker to advise on how to log this GPS.

The Board received and reviewed the Emergency Management Plan, which will be shared with staff and then reviewed twice yearly via an implementation report.

ACTION: - O'Neill to report back to the Board on progress of the Emergency Management Plan at the next Board meeting in May.

ACTION: - O'Neill to update SchoolDocs to read, vehicles on school grounds must drive slowly and carefully. All other sentences to be removed.

ACTION: - Deaker & Peppercorn to meet before the next meeting to review the Board of Trustee's Checklist.

McCormack left the meeting at 19.00

PRINCIPALS REPORT

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

Moved: Deaker

Seconded: Williams

Principal Appraisal Proposal

The Board discussed the Professional Growth Cycle (PGC) for the Principal's appraisal. The cycle begins in July for O'Neill, as that is the end of the Beginning Principal period. The merits of professional coaching for O'Neill from Lyn Bird was discussed. This coaching would also come under supervision.

The Board discussed the budget process for Professional Development for the Principal. Decision to be carried to the next Board meeting in May, after reviewing the costs, process and whether this will be the sole financial commitment for PD from O'Neill for the year.

GENERAL BUSINESS

The Board received the 2021 audit compiled by Solutions & Services and do not have further questions.

FINANCIAL REPORT

Motion: The Board moved the Financial Report compiled by Solutions & Services for Jan / Feb /Mar 2022.

Moved: Peppercorn

Seconded: Williams

PROPERTY REPORT

Working Bee

Peppercorn and McCormack met with the Principal and compiled an updated property action list, and set a date for a Working Bee this Sunday 10th April.

Building Works

This coming holidays there will be: new outside lights, drainage and the outside painting of Kilimoko and Kapuka buildings.

The container used for storage during the improvement works is due back and all items in the container must be stored elsewhere.

Bike Track

The Board discussed the bike track at Karitane and fundraising for the school's track.

Fire Fighting Tanks

Action: - O'Neill to ask Mandy Mayhem for help with the process of getting fire fighting tanks at school.

ANY OTHER BUSINESS

The Board discussed the coming election; process, dates, selecting and training a Returning Officer, and getting information to the school community.

Motion: The Board set the date for the election as 7th September 2022.

Moved: O'Neill

Seconded: Deaker

Motion: The Board appointed Laura Mulconroy as the Returning Officer for the September 2022 election.

Moved: Deaker

Seconded: Peppercorn

O'Neill requested the May Board meeting date change

Motion: The new meeting date set for 9th May 2022

Moved: Williams

Seconded: Deaker

Meeting closed: 19.52

Chairperson



Date

9/5/22