



## The Board of Trustees Meeting Monday 27th June 2022

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

**Apologies:** Bex Williams, Matthew McCormack

Antony Deaker takes minutes.

Jo Clark Chairs the meeting.

### MINUTES FROM THE PREVIOUS MEETING

#### **ACTIONS from previous Minutes:**

**McCormack** - to continue to check whether the Kapuka windows are up to building code and to write a letter to Lloyd Napper at Logic Group communicating this concern.

**Deaker & Peppercorn** to meet to discuss the Board of Trustee’s Checklist (carried over from previous Minutes.)

**Sanford** to investigate best means to collate information from NSI Parent & Caregiver Questionnaire.

MoE takes over the action with DCC enquiry to secure mains water supply.

The Health & Safety Committee now meets regularly.

Contact was made with The Otago Rescue Helicopter Trust and are happy as is.

**Motion:** The minutes from the last Board of Trustees meeting were discussed and are accepted as a true representation of the previous meeting.

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

### CORRESPONDENCE

The correspondence was reviewed and the Board noted with glad hearts that the MoE provided generous support for the new Principal wellbeing.

**Moved:** Clark            **Seconded:** Sanford

### POLICY & SELF REVIEW

Discussed values, feathers, korowai and efficient process.

Review of Behaviour Management noted policy is fit for purpose and staff continue to develop and document procedure with PB4L MoE delivered programme.

### Healthcare

Laura is organising secure storage for medicine. Health and safety committee to review options for epi pen and whether required.

### Principal Appraisal

BoT notes updated proposal from Learning Architects.com

**GENERAL BUSINESS**

The Board discussed management of Omicron and resolved to revise risk assessment at the start of every term and share outcome with staff, BoT and community.

Board has reviewed the Incident and Hazard Register, and are satisfied that staff are following procedures and that appropriate systems are in place.

School will undertake Health Education review following completion of Navigating the Journey curriculum, likely to be mid-Term 3.

**FINANCIAL REPORT**

Not showing impact on the reliever budget yet.  
Expecting to get money back from MoE for Septic tank and relievers for absences.

**Motion:** The Board accept the financial report from Solutions & Services.

**Moved:** Peppercorn                      **Seconded:** Sanford

**PROPERTY REPORT**

The Board discussed the water supply process.  
Working bee has been reputed.  
Katie met with Scarlet from Bike School who is managing the design of the Bike track.

**PRINCIPALS REPORT**

The Board were updated on staff changes and it is noted the replacement for Stacey from the start of Term three.

BoT agrees to give permission for the learning support staff who have been trained by MoE behaviour specialist team to carry out the approved restraints with specific children.

Reports being prepared, and will be delivered in Term 3 with parent interviews to be followed up soon after.

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

**Moved:** Peppercorn                      **Seconded:** Clark

**ANY OTHER BUSINESS**

Agree to proceed with the Bike Skills agreement on the basis of the recruitment and the committed support of an associated parent group. Parent group to be established before committing to a bike track. Expected timeline to deliver track by end of 2023.

**Meeting closed: 20.50**

Chairperson



Date

15/8/22

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