



The Board of Trustees Meeting Tuesday 21st February 2023

PRESENT: Alan Bauchop, Joanna Clark, Beatrice Lee, Tara O'Neill.

APOLOGIES: Sarah Dempster, Rebecca Williams.

Actions from previous minutes:

ACTION: Carried over from the previous meeting. Bauchop to organise some further training from NZSTA.
Follow-up: Bauchop emailed board members with prompt to review the NZSTA site.

ACTION: O'Neill to install Smoke Free signs at the bridge.
Carried over.

MINUTES FROM THE PREVIOUS MEETING

Motion: The minutes from the previous meeting are accepted as a true representation of that meeting.

Moved: Lee **Seconded:** Clark

CORRESPONDENCE

Motion: The Board reviewed the correspondence.

Moved: Lee **Seconded:** Clark

POLICY & SELF REVIEW

The Board reviewed:

- Legislation and Administration Policy
- Privacy
- Official Information Requests

ACTION: O'Neill to get more information on Information Sharing.

Board Assurances - Term 1

The principal assures the board through regular board reporting that the school complies with key legislative and regulatory requirements, that relevant policies and procedures are up to date, and that the appropriate actions have been taken. Shaded board assurances indicate these are repeated during the year. Where more than one topic is involved in a board assurance, there is a slash between topic names. Some topics may not be relevant to your school. Optional topics are indicated with an asterisk (*). School planning and reporting - Annual plan here 2023 Equal Employment Opportunities - School complies and is in the annual report Healthcare - Assure the board that the policies and procedures relating to first aid, recording and notification of accidents, and managing/administering/recording medication are up-to-date and implemented correctly.

ACTION: Bauchop to organise a visit to the whanau rooms for an hour or so in the morning for available board members.

PRINCIPAL'S REPORT

ACTION: O'Neill to add Schooldocs login to the school website.

ACTION: Bauchop to add Hazard List from December walkabout to the Board site.

Motion: The Board approved the Annual Plan with thanks.

Moved: Bauchop **Seconded:** Clark

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

Moved: Bauchop **Seconded:** Lee

GENERAL BUSINESS

Safe Holds Training Complete

Motion: The board gives permission for the learning support staff who have been trained by MOE behaviour specialist team to carry out restraints with specific children.

Moved: Lee **Seconded:** Clark

FINANCIAL REPORT

Financial report - Draft operating budget (updated) 2023 - Draft capital budget 2023 - 5 year projection

Motion: The board authorises the Board at the Chairperson and Principal to sign the Statement of Responsibility for the 2022 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Moved: Lee **Seconded:** Clark

The Board reviewed and discussed the budget for 2023.

Motion: The 2023 budget was approved.

Moved: **Seconded:**

NEW BOARD MEMBER

The Board have received and accepted the resignation of Heather Owen as a representative of the Board of Trustees.

ACTION: Bauchop to email school community about this vacancy.

PROPERTY REPORT

Small and rural schools project delayed while they carry out a new Asbestos report. Probably April holidays at this stage. Waiting on next part of sewage plan

• 7.30 pm The Board went In Committee

• 7.45 pm The Board went out of In Committee

HEALTH AND SAFETY

Health and Safety committee meeting - Wasps being treated by Peter O'Neill. Next meeting in March.

Next BoT hui: Tuesday 28th March at 5.45 pm

MEETING CLOSED: 7:30pm

Presiding Member

Al Badger

Date

30/3/23
