



SCHOOL BOARD MEETING MINUTES
Wednesday 8 December 2021, 6pm

1. ADMINISTRATION

<p>1.1 Present - Shirley Porteous, Claire Mortimer, Kylie O’Dea, Dwayne Venn, Katrina Bootsma, Pramod Gupta, Henriette Joubert, Mamari Stephens, Jo Bell (Secretary), Nicola Adams (Secretary 2022)</p> <p>- Visitors -</p>		
<p>1.2 Apologies -</p>		
<p>1.3 Confirmation of previous Minutes - 10 November 2021</p> <p>- Review action points</p> <p>Motion: It was moved by Katrina that the Minutes from the last meeting be accepted as a true and accurate record.</p> <p>Seconded: Henriette Motion carried.</p>		
Actions points from 10 November 2021 meeting	Who	When
Health related questions from Katrina for Andre to include in the questions for the Camp parent pack	Katrina/Andre	Done
Add section to Minutes template for the items from the Board meeting to be communicated to parents in the school newsletter	Jo	Done
Draft Budget 2022 - Add line to the budget to align with the Cultural Competency PLD in 2022 e.g. for Kapa Haka, Maori signage etc. PLD costs	Shirley	Can be updated when there is spend
Draft Budget 2022 - Change line item wording from Special Needs to Learning Support	Shirley	Can be updated when there is spend
Policies - Harassment - Community Conduct Expectations - link to Homepage Complaints & Concerns process	Shirley	Done
<p>Policies - Maori Educational Success - update statements:</p> <ul style="list-style-type: none"> - Provides Maori Learners and their Whanau with appropriate information to make informed choices about their education to achieve excellent education outcomes - Works to eliminate racism, discrimination and stigma - ensure Maori learners and Whanau have a strong sense of belonging across all areas of our school by integrating te reo Maori, tikanga Maori etc. 	Shirley	Done

Te Whanau o Karamu room to be added to Security watch	Dwayne/Shirley	To be explored
Add 2022 School Board Meeting dates to the Minutes template	Jo	Done
Correspondence - Process for Board Elections to be done by a Returning Officer - to be arranged	Shirley	Prior to next Board Elections

Motion: It was moved by **Katrina** that Administration matters be accepted.

Seconded: Henriette **Motion carried.**

2. MONITORING

<p>2.1 Acceptance of Principal's Report - Principal's Report</p> <p>Motion: It was moved by Claire that the Principal's Report be accepted. Seconded: Mamari Motion carried.</p>
<p>2.2 Curriculum update (verbal update)</p> <ul style="list-style-type: none"> - Maths and Reading Achievement - Writing Achievement and Teacher data - Learning Support Coordinators Review - SENCO Report - ICT/Digital Technology Strategic Plan
<p>2.3 Non curriculum updates</p> <ul style="list-style-type: none"> - Final Classroom Organisation 2022 - ERO Evaluation Plan
<p>2.4 Finance</p> <ul style="list-style-type: none"> - Banked Staffing Report - November - Financial Management Report for October 2021 - Asset Register updated and sent to the Accountant <p>It was moved that all Financial Reporting be accepted. Motion: Claire Seconded by: Dwayne Motion carried.</p>
<p>2.5 Property (verbal update)</p> <ul style="list-style-type: none"> - Major Property Monitoring 2021 - Air testing follow up <p>Thanks to Dwayne for the removal of the Senior Playground from the top field. School Hall toilets will start in December. Tender for new classrooms to go out 21 January 2022. Dwayne will be reviewing Tenders as part of the roll growth classrooms.</p> <p>Concreting to be done at school. Quotes are being assessed. The Board has moved to approve spend up to \$10,000 on the proviso of two quotes Motion: Claire Seconded by: Katrina Motion carried.</p>
<p>2.6 Personnel</p> <ul style="list-style-type: none"> - Principal appraisal 2021 - executive summary - Principal appraisal sign off

2.7 Board Assurances & Policy Reviews

Assurances - Board assurances schedule

Policy Reviews

Māori Educational Success, Harassment

Board Documentation

Board Work Plan

Board Self Review

3. STRATEGIC DISCUSSIONS/DECISIONS

3.1 Staffing

- Annual Goal Review 2021
- Staffing 2022

It was accepted by the Board that there will be a deficit to the Budget at the start of 2022 due to staffing.

Motion: Henriette

Seconded by: Mamari

Motion carried.

- Whanau Hui Term 1 (verbal update)

4. CORRESPONDENCE

Correspondence Item	Directed to	Date
- Email regarding BOT Hours Spreadsheet is to be completed ASAP to send to the office for payment.	Board Members	October

5. MEETING CLOSURE

5.1 Communication to Parents for the next newsletter

- Merry Christmas to whanau and thanks for the staff.

5.2 Actions from this Meeting

Actions points	Who	When
Clean out the workroom by Wednesday	Shirley	By Wednesday
Remove links to Policies as these were reviewed last meeting	Jo	Done
Whanau Hui Term 1 catch up	Shirley & Mamari	Prior to Hui
Te Whanau o Karamu room to be added to Security watch	Dwayne/Shirley	To be explored
Correspondence - Process for Board Elections to be done by a Returning Officer - to be arranged	Shirley	Prior to next Board Elections
Draft Budget 2022 - Add line to the budget to align with the Cultural Competency PLD in 2022 e.g. for Kapa Haka, Maori signage etc. PLD costs	Shirley	Can be updated when there is spend
Draft Budget 2022 - Change line item wording from Special Needs to Learning Support	Shirley	Can be updated when there is

		spend
5.3 Preparation for next meeting (incl. Identifying Agenda items for next meeting)		
5.4 Confirm date for next meeting - Wednesday 23 February 2022		
5.5 Complete BOT Hours spreadsheet		

School Board Meeting dates for 2022 (Week 4 and 9 of each term)

- Wednesday 23 February
- Wednesday 30 March
- Wednesday 25 May
- Wednesday 29 June
- Wednesday 17 August
- Wednesday 21 September
- Wednesday 9 November
- Wednesday 07 December

Meeting closed: 8:00pm