

## Meeting Minutes: 30 Mar 2021

Meeting opened with Karakia: 7.10 pm. (GM)	
Present: Deb Burmeister (Chair), Gaylene MacLean, Craig Taylor (Staff rep.), Matt Moorby,, Scott Walden (Principal), Min White, Liam O’Sullivan	
Apologies: Alex Gibson (Student rep.)	
Declaration of Interests: Nil	
2 Strategic Decisions:	
2.1 Policy Review: Governance Policy 6: Staff trustee role description policy. Reviewed and approved	2.1 Moved CT/MM
2.2 Policy Review: Part C, Governance Policy 2.3 - Finance committee terms of reference and annual calendar. Reviewed and approved.	2.2 Moved DB/GM
2.3 BoT register of interest - annual review - DB to organise forms.	
2.4 No in-committee items	
2.5 LEOTC: Yr 12/13 Leadership trip to Akaroa. Reviewed and approved.	2.5 Moved DB/SW

Monitoring:	
3.1 Principal’s Report:	3.1 Moved SW/MW
Discussion around the School Improvement Project, and how phase one will be handled.	
Motion: That any costs exceeding the budgeted figure need to be justified and brought to the Board for approval by Project Managers before it will be signed off.	Moved LO/MM
Discussion around technology curriculum for our local cluster.	
Motion: That the Board contract Elg Anderson as the Principal Appraiser for 2021	Moved DB/GM
TSB Community Trust grant for \$60,000 for technology costs was successful.	
Motion: The Board approves funding application for kapahaka uniforms to the Southern Trust	Moved LO/CT

Enrolments and Exits information presented	
3.3 Financial Report: February report received and accepted.	
3.5 Oxford Rd school house - had the chimney cleaning done, but burner is no longer usable. Healthy Homes assessment to be done to give us an idea of what heating source will be required.	
4. Strategic Discussions:	
4.1 2021 Charter - Strategic plan - reviewed documents Literacy and numeracy targets still to come	
5. Agenda items for next meeting:	
<ul style="list-style-type: none"> <li>● SW - Checking with Programmed Property Services about painting all the Tech block, especially roof.</li> <li>● School house</li> <li>● Uniform review</li> <li>● Literacy and numeracy targets</li> </ul>	

Administration:	
6.1 Minutes of the Previous Meetings: Minutes of meeting held 8 Dec 2020: Minutes of meeting held 16 Feb 2021 - weren't gone over In-committee minutes 16 Feb 2021	8 Dec: Moved MW/CT  In-committee: Moved DB/CT
6.2 Correspondence: Lesley Dowding regarding trees along church fence - Deb to ask FOCTS to take on	
6.3 Professional Development: NZSTA Conference 16-18 Apr 2021 - Attending: GM, SW, DB, CT, MW	
Next Meeting: Tuesday 4 May 2021 (being first Tuesday after holidays) (CT apologies) Meeting closed: 9.28 pm	

Signed Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

### Declaration of Interests Register

Name	Description of Interest/Relationship	Possible Conflict
Matt Moorby	MM partner is a staff member	Staffing
Craig Taylor	CT is a staff member	Staffing
Alex Gibson	AG is part of the student body	Student Behaviour Management

### Action Plan

Action	Who	By When
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Professional Development: NZSTA modules to be completed and recorded by all Board members	All	Ongoing
Financial summary to be reported to the Board	Finance Committee	
Update policies and delegations for changes and upload to Google Drive	DB	Ongoing
Complete BoT meeting evaluation forms	All	Each BoT meeting