



## Board of Trustees Meeting

### 29 October 2020 Minutes

Thursday 29 October 2020

Meeting Started: 6 pm | Meeting Closed: 8:20 pm

<b>Present:</b>	Fraser Pease, Joe Hassell, Liam Coulden-Lavers (Staff Trustee), Amiria Drysdale (Student Trustee - retiring), Louisa Barham (Principal), Lisa Thomson; Anita Lucas, Tara Wrigley
<b>Apologies:</b>	Tui Kaa (Iwi Representative) - non-attendance
<b>Chair:</b>	Lisa Thomson
<b>Minute Secretary:</b>	Hinemoa Rossi
<b>Opening Karakia:</b>	ALL
<b>Conflicts of Interest:</b>	NIL

Item:	Time:
<b>1. Opening <a href="#">karakia</a></b>	
<b>2. Administration</b> 2.1. Welcome 2.2. Present/Apologies - Joe and Tara advised they will be a few minutes late. 2.3. Approval of previous <a href="#">meeting minutes</a> 01 Oct 2020 <b>Move: FP/AL</b> 2.4. Matters arising from previous minutes - <a href="#">In-committee Minutes</a> 01 Oct 2020 <b>Move: LT/TW</b> 2.5. <a href="#">Correspondence - Inward/Outward</a> <b>Move: LT/LCL</b> <b>Enrolment Scheme Next Steps</b> <b>Community engagement is now required to discuss the Enrolment Scheme and the Zones. This is to be initiated in the next 2 weeks. This must be advertised/published well. The MOE will attend this meeting alongside the BOT. Date proposed: Thursday 19 November 2020, 7pm.</b>	5-10 mins



<p><b>Consensus - all members will endeavour to attend. Tara suggested we ensure our prior communication includes Key Points about the Enrolment Scheme. Have this information available at the Open Day on 4 November 2020.</b></p>	
<p><b>3. Monitoring</b></p> <p>3.1. Finance Report from meeting held 27 October 2020 <b>HR to look at reporting from XERO to replace ESL</b> <b>JH discussed the Compliance work that needed to be performed on the Surf Academy Bus, with emphasis on the seatbelts having to be removed. Law dictates that seat belts are not necessary. However it is worth considering if we wish to have seat belts retrofitted in the future.</b> <b>The Board will meet with the Surf Academy to discuss the future goals of the Academy and its Strategic plan. This should be a priority for the Board to do. The documentation pertaining to the Academy and any referencing the Board must be improved and should be reviewed by the Surf Academy and the Principal as soon as possible, then passed onto the Board of Trustees. Look at local vs non-local attendance criteria as well as the interviewing process. Action: Louisa to complete by the end of next week 07 Nov 2020.</b> <b>Move: LT/FP</b></p> <p>3.2. Property Report from meeting 16 &amp; 27 October 2020 includes <b>SIP funding - new classrooms and covered areas.</b> LB summarised the Property goals/projects Spoke of the areas targeted for the SIP funding i.e. Pool, Improvement of Storage Shed, Covered Lower Court. Confirmed 10YPP/5YA has been signed off School site visits (Whatawhata &amp; Pirongia) to look at new build. Pictures of the New build visit to be forwarded to the Board. Louisa shared with the Board how impressed she was with the site visits. Our Project Managers, Hayley and Hayden Vink are working hard with Aroha to complete the B Block (School: C block)</p>	<p>30 mins</p>



LCL - As the Board are supportive of these projects - he would like the BOT go-ahead to be given to our Project Managers asap. LB agreed.

Discussion: Ensure that our courts are multipurpose e.g. Netball, Basketball, Hockey, Soccer. Ensure these areas are fully sized.

**Classrooms are to be sited by Q Block (School: E block)  
Ensure the classrooms fulfil the cultural narrative by facing the Moana, Maunga, Wahi Tapu.**

- 3.3. [Principal's Report](#) / Student Achievement & Progress against strategic objectives

Interview process - Thank you Anita for your attendance, help and time given.

**Employee Motions: LB/LT**

**Yr 9-10 Tui Ridge and Y7-8 Karioi Maunga Overnight Camp Motions: LB/FP**

Louisa - Asked the Board to look at dates at the end of her report

School Website - MOE Accord Teacher Only Day 25 November 2020

**Principal Report Move: LT/AL**

Outdoor Education SOUTHERN TRUST grant

*To apply for funding to the Southern Trust for assistance with the purchase of equipment to establish an Outdoor Education Programme for a total cost of up to \$50,000 + GST. The BOT authorises William (Liam) Coulden-Lavers and Theresa Jane (TJ) Pemberton to apply on behalf of Raglan Area School.*

**Resolution: LB/FP Board Consensus**

- 3.4. Chairpersons Report - [29 October 2020](#)

Transport Safety Officer/Roading Engineer will come to visit to discuss our traffic and parking problems. Lisa explained the future plans that she is aware of.

The Chairperson and Board members acknowledged Amiria's valuable student voice during her time as Student Trustee with the Board. The Board presented her with a gift in appreciation of all her work with them.

**Move: LT/FP**



<p>3.5. Sub-committee Reports -</p> <p>3.6. Student Rep's Report -</p> <p>3.7. <a href="#">RAS Annual Plan 2020</a></p> <p>3.8. <a href="#">RAS BoT Concerns &amp; Complaints Follow Up - 2020</a></p> <p>3.9. Board <a href="#">To Do List</a> Review O/Stdg: Road Safety Policy</p>	
<p><b>4. In Committee Discussions</b></p> <p>4.1. Resignations/Leave/Complaint</p> <p>4.2. Outwards Correspondence: 3 emails in response to discussions held In Committee at the 01/10/20 Board meeting (Moved under Correspondence)</p>	15 mins
<p><b>5. General Business /Strategic Discussions-Decisions</b></p> <p>5.1. Student Trustee Elections: Taliah Edgecombe-Pearse 2020/21</p> <p>5.2. Canteen service provider Ensure this is advertised - far and wide as soon as possible. <b>Action: Principal</b></p> <p>5.3. Uniform - approve the logo design and decisions re the uniforms. Tara spoke to the final submissions for School Uniforms by the Uniform Committee. PE Gear - Girl Shorts still to be discussed and decided upon. The uniform selection is approximately 60 percent Hemp. Price list to be shared with the Board asap. e.g. Sweatshirt \$45 inc gst Polo Shirt \$35 JH spoke of the incentive/subsidy programme that the school could offer a code for a discount. This to be considered for the 2021 Budget. Hopefully some families may not use the discount or "pay it forward" Hoodies become crews. Roopu Tees remain Teal. 1 PE unisex short. Puffer with Hood. LCL / TW / BOT discussed the uniforms between year groups to provide pathway/aspirations from Y78 to Y9+ Make sure once this gets off the ground that the Board promote this achievement. Board to agree in General with the agreement and submissions by the Uniform Committee <b>Move TW/JH</b></p> <p>5.4. Policies to Adopt - <b>Move LCL/LT</b> Healthy foods Policy. - LT/LB to provide guidelines back to the Board - also look at packaging. Oral health. Fizzy drinks. Processed foods etc</p> <p>5.5. Change of Mission Statement - for next meeting.</p> <p>5.6. Use macrons in our Te Reo usage as advised by local kaumatua. S Ellison/L Wahanga - Board acknowledged.</p>	15 mins



<p>5.7. Cellphones - Staff have had 2 meetings so far and would like to ban cellphones for 2021. Parent feedback will be dealt with. Office will hold the cellphones for the students. Suggestion that the Board contribute to the plan. <b>Action: LB to investigate.</b></p> <p>Board will support the decision on phones once LB brings back the guidelines.</p> <p>5.8 Newsletter and Communications from the Board as soon as possible. <b>Action: TW/JH</b></p>	
<p><b>6. Board Self Review</b></p> <p>6.1. Comments on meeting procedures and outcomes</p> <p>6.2. Individual Board Members monthly reflections and contributions</p> <p>6.3. Preparation for next meeting. Identify agenda items.</p> <p>- POLICY: Finance Committee to review: Financial Condition Policy</p> <p>6.4. BOT Attendance</p> <p>6.5. Closing <a href="#">Karakia</a> 8:20pm</p>	5 mins
<p><b>Signed: L Thomson Chairperson</b> <span style="float: right;"><b>26 Nov 2020</b></span></p>	