



# Board of Trustees March Meeting Minutes April 3 May 2023 6:15pm - 8:58 pm

**Present:**

Sian Atkinson, Lisa Rapana, Sonya Drysdale, Louisa Barham, Lani Frazerhurst, Linda Holmes, Stefan Frew

**Online:** Lisa Thomson, Dave Duffin

**Secretary:** Jules Holden

**Item:**

**1. Opening [karakia](#)**

**2. Administration**

2.1. Welcome

2.2. Present/Apologies

2.3. Sonya is resigning from role on the Board of Trustees due to family commitments.

Discussion around the positive impact Sonya has made in her role on the board and best wishes to her.

2.4. Approval of March Meeting Minutes

**Motion: LB Second: LH CARRIED**

2.5. [Conflict of interest register](#)

Reminder of process for registering conflicts of interest. Stefan to register his conflict.

2.6. Matters arising from previous minutes

- In-committee OUT motion
- (items moved to General Business if in-depth discussion required)
- [Correspondence - Inward/Outward](#)

**3. Monitoring**

3.1. [January report](#)

3.2. [February report](#)

3.3. **Property Report**

- No update - H Vink School Project Mgr

3.4. Finance and Property Sub-committee update - verbal update from SD.

Van update - referred to in-committee for privacy reasons

Court Cover - MOE funding secure, but already extended 2 years. Hayley Vink and Louisa to go to WEL Energy Networks for additional \$180k funding. Stefan to look at

current plans and gauge if any alternative options could be applied.

Annual audit is on target.

- Jo will send Jan, Feb, March Education Services updates.

Motion: Ratifying from the Property and Finance accept On Guard for security cameras as preferred tendered for security cameras given that they must provide written confirmation of the price of \$51,498.11 as the quote for completion of work.

- Sian to sign Procurement Agreement for Hayley to progress.**

**Motion: SA Second: LB CARRIED**

Motion: Board approve we support Peddlethorpe Architects recommendation to engage structural engineering service for all internal upgrade projects. \$1,500 cost only and no further commitment until back to Board for decision.

**Motion: LB Second: SA CARRIED**

### 3.5. Policy & Wellbeing Sub-committee policy - verbal

- [Harmful Communications Policy](#)

**Motion: SF Second: LR CARRIED**

- [Board Legislation Compliance Policy 2023.docx](#)

**Motion: LH Second: SF CARRIED**

- [BoT Conflict of Interest Policy](#) - under review.
- [D8 Managing Challenging Behaviour 2023](#) - under review.
- Teaching and Learning [Policy](#) - under review.
- Board Roles and Responsibilities [Policy](#) - under review.

[6. BoT Staff and Student Trustee Role Description-Ratified25Jun...](#)

Accept amendments.

**Motion: LB Second: SA CARRIED**

- Protection and sharing of intellectual property (Creative Commons) [policy](#)

**Motion: SF Second: LB CARRIED**

- LR to create a new policy for Iwi Rep role.
- Hautū toolkit NZSTA - LR to investigate possible alignment with policy categorisation.
- Policy sub-committee following review schedule index

### 3.6. [Presiding Member's Report](#)

Accepted as read. Discussion around filling vacancy and co-presiding member role.



Information on options to be sent out following meeting. Offers of support until next committee meeting. SA to stop with subcommittee work to allow more capacity in Presiding Member role. Newsletter to be updated and sent out.

**Motion to approve Presiding Members' report:**

**SA Second: LR CARRIED**

3.7. Student Trustee Report - *Lani said nothing to add or report.*

3.8. Staff Trustee's [Report](#)

Update on students, strikes, school ball, new staff etc.

Motion: Accept PPTA training for named members treasurer and secretary. For LB to make decision not BOT.

Motion to approve student and staff trustees reports:

**Motion: SF Second: DD CARRIED**

3.9. [Principal's Report](#)

NZASA - can nominate students for awards. Ex student is speaking at conference.

Invite group from Poihakena to school to engage with community to see what school is doing - start Term 3.

LB to email Val Rippey cc: LR - to start engagement on this.

Discussion on Principal's appraisal process. LB to report back in next meeting and policy subcommittee has the Policy on the review schedule.

Discussion around swimming pool.

Create a working party to address swimming pool - DD, LF, plus staff reps and possibly PTA rep

**Motion to accept Principal's Report: LR Seconded: SD CARRIED**

3.10. [RAS Annual Plan](#) - Change to Legislation - Education (School Planning and Reporting) Regulations 2023 - verbal update from Sian re NZSTA visit in May meeting.

Sian to organise.

📎 Draft School Planning and Reporting Toolkit for Boards and Principals.pdf

📎 Education School Planning and Reporting Regulati-v2.0 For Consultation.pdf

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Agenda for next month's meeting.

**4. General Business /Strategic Discussions and or Decisions**

4.1. BoT Individual Induction Documents - for discussion

4.2. [Board Presiding Member Appendix to Delegations 2023 draft](#) -



Motion: Decision to approve appendix

**Motion: LB Second: SA CARRIED**

- 4.3. Strike Notifications from BOT - for decision motion: to form a Strike Review and Notification Sub-Committee and delegate communication of strike to Strike subcommittee comprising Sian and Lisa Rapana.

**Motion: SF Second: LH CARRIED**

- 4.4. Friends of the School - for discussion to put on hold

- 4.5. [Board / PTA Relationship](#) - verbal update following PTA meeting

Open pathways to communication. Having a board member attend PTA meetings once a term, SF agreed to do this. Discussion around roles of board / PTA.

- To look at PTA Policy and clarify roles of Board / PTA.
- To share guiding document/work plan with PTA to avoid clashing of fundraising.
- Response to major funding question to be clarified by policy. Sian and Stefan to manage this.

- 4.6. [BoT Professional Development Schedule](#)

## 5. In Committee Discussions/Approvals

In: 8:19pm Out: 9:21pm

## 6. Board Self Review

- 6.1. Comments on meeting procedures and outcomes
- 6.2. Individual Board Members monthly reflections and contributions
- 6.3. Preparation for next meeting. Identify agenda items.  
Hot dinner, dessert and juice for May meeting.
- 6.4. BOT Attendance
- 6.5. Closing [Karakia](#)