



Board of Trustees February Meeting Minutes

1 March 2023 6:34pm - 9:25 pm

Item:

1. Opening [karakia](#)

2. **Student Attendance / Achievement Presentation from Haylee Webber.** LB talked about Attendance strategy for Raglan Schools. Discussion around data, reasons for data and steps in place. Discussion around Te Roopu Aroha Ki te Reo data, reasons and steps in place. Lisa Rapana's project was discussed. More info here - [Ka puu te ruuhaa. ka hao te rangatahi](#). A Te Tiriti led Project to Improve Student Attendance.

3. Administration

3.1. Welcome

Welcome from Sian, thanking all for their work over the last month.

- 3.2. Present: Lisa Rapana, Louisa Barham, Sian Atkinson, Sonya Drysdale (online), Stefan Frew, Dave Duffin, Haylee Webber (online - speaking rights) Jules Holden (BoT Secretary)

Apologies: Lisa Thomson, Lani Frazerhurst, Linda Holmes

- 3.3. Approval of [January meeting minutes](#)

MOTION: SA Secoded: LB CARRIED

- 3.4. Correspondence in / out.

- 3.4.1. [Response to NUoM re: request for representation on RAS BoT](#) - Motion to send this letter

MOTION: SA Secoded: DD CARRIED

4. Monitoring

4.1. [Finance Report](#)

[Available Funds YTD as at 30Nov2022](#)

Finance Property Team met.

Draft Budget 2023 - [see this NZSTA information](#)

Move that board approves budget 2023.

SA Would like to see budget specifically for Te Reo, currently in other costs e.g. staffing etc. Discussion around Te Reo at school.

Budget to be reviewed every month. Budget should not be solely focused on MoE



Budget Approved as provided by Hinemoa and Louisa

MOTION: SA Secoded: LR CARRIED

Education Service Summary. Jo added commentary - 11% over, reason for this is that more costs at start of year.

Move to approve Education Services Summary up to 31 December

MOTION: SA Secoded: SF CARRIED

4.2. ***Property Report***

4.2.1. [Update - H Vink School Project Mgr](#)

Approval for adjusting plans for following elements of the internal upgrade project.

-M block toilets and classroom upgrade

-D block toilets and classrooms upgrade

MOTION: SA Secoded: SF CARRIED

4.3. Finance and Property Sub-committee update - [Finance & Property Draft Minutes](#)

4.4. Policy Sub-committee update - no meeting held as yet

DD to co-chair with LH

4.5. [Principal's Report](#)

LB presented report.

Discussion around PPTA Strike Comms.

[Board Presiding and Principal Delegations 2023](#) - rollover approval to March meeting

MOTION: LB NOT CARRIED

Move to approve updated Charter & Annual Plan as a working document for the Board of Trustees and add to work plan.

~~JH to add Sian and Sonya's signatures to Charter Document~~

MOTION: LB Secoded: DD CARRIED

Approval for EOTC trips. Discussion around LB approving EOTC trips. Board Presiding members check in at weekly meeting to approve Outdoor Ed trips with intention of supporting LB to ensure process is followed.

MOTION: SA Secoded: SD CARRIED

Approve Principal's Report

MOTION: SA Secoded: SF CARRIED

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

Approve Presiding Members' Report

MOTION: SA Secoded: SF CARRIED

4.7. ***Student Trustee's Report*** - none



- 4.8. Staff Trustee's Report - none
- 4.9. [RAS Annual Plan](#) - Board Work Priorities & Plan
Discussion around how to divide up targets.
SA & SD to review Annual Plan, discuss with Board Members and allocate targets which align to strengths - create work plan. Working document to present at March Board meeting.

SA & SD to do this by March Board Meeting

5. General Business /Strategic Discussions and or Decisions

- 5.1. BoT Individual Induction Documents
- 5.2. [Board Meetings Checklist](#)
Updated version from NZSTA. COI register.
- 5.3. [PPTA Strike Action](#)
- 5.4. Board / PTA Relationship
SA caught up with Cam, awaiting update from PTA meeting. PTA - fundraising, parent information sessions.
 JH to communicate PTA meeting to parents
- 5.5. [BoT Professional Development Schedule](#)
February - [Charter & Annual Plan](#)
March - [RAS Uniform Re-engagement Process 2023](#)
Key question is whether we want to re engage on uniforms. Next meeting to be prepared to answer are we re engaging or not on uniforms, and under what timeline.

6. In Committee

In: 8:39pm

Out: 9:12pm

7. Board Self Review

- 7.1.1. Comments on meeting procedures and outcomes
- 7.1.2. Individual Board Members monthly reflections and contributions
Focus on keeping meetings at 2 hours. Ensure sub committee meetings finish on time.
- 7.1.3. Preparation for next meeting. Identify agenda items.
- 7.1.4. BOT Attendance
- 7.1.5. Closing [Karakia](#)