



## Board of Trustees Meeting Minutes

Wednesday 1 February 2023

Meeting Started: 6 pm | Meeting Closed: 9:05 pm

<b>Board Members</b>	Louisa Barham, Sian Atkinson, Sonya Drysdale, Dave Duffin, Linda Holmes, Lani Frazerhurst, Stefan Frew, Lisa Rapana(online)
<b>Guests:</b>	Hinemoa Rossi (Finance SME)
<b>Apologies:</b>	Lisa Thomson
<b>Chair:</b>	Sian Atkinson
<b>Minute Secretary:</b>	Jules Holden
<b>Opening Karakia:</b>	Karakia Schedule
<b>Conflicts of Interest:</b>	n/a

### Item:

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

#### 2. Administration

2.1. Welcome

2.2. Present/Apologies

2.3. SA talked around meeting process - items on the agenda are brought to be moved. Seconded by someone who agrees for that to be discussed. If discussed and agreed and then it is carried. Then it is closed. Discussion happens at that time and is then complete. LB will bring regular things in Principal report. e.g. EOTC trips for board approval, LB has completed due diligence. Two kinds of items: new ideas or regular "business as usual" items that LB has carried out due diligence on.

2.4. Approval of December [meeting minutes](#)

**Moved: SA   Seconded: DD   CARRIED**

#### 3. Monitoring

3.1. [Finance Report](#) (HR Speaking Rights)

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

Property & Finance meeting prior to Board Meeting. HR - going to have another meeting Wednesday 8th February 6pm to unpack finances. 2023 budget, accounts for approval. Move to hold full finance meeting 8th February. Hinemoa



to resend documents.

**Moved: HR Seconded: LB CARRIED**

### 3.2. *Property Report*

- [Update - H Vink School Project Mgr](#)
- Solar Power installation for RAS - update (HR)

Motion to continue to to not engage with provider for Senior Basketball Canopy and continue to follow legal route to terminate contract. Restart tender process

**Moved: SA Seconded: LB CARRIED**

Motion to approve Procurement Recommendation Report for security camera installation. Sign off required to start work. Query from DD around why cameras are required and where they will be located. Discussion around reasons cameras are required; vandalism prevention etc. 21 exterior cameras, not monitored, can look back on footage if required. Nothing in classrooms. Start process for cameras. Ministry of Education have rules on how cameras / footage can be used.

**Moved: SA Seconded: LB CARRIED**

Internal Upgrade - to be discussed in subsequent property meeting

Solar Power Installation - provider would like to come to Board meeting as guest speaker. Sonya and Sian to address at agenda hui and decide appropriate placement of provider to come to talk.

**Moved: SS Seconded: SA CARRIED**

### 3.3. *Principal's Report*

- LB talked about strategic objectives. Board can ask questions. Email board co-presiding members with items for agenda. March - Annual Plan Queries about enrolment scheme - we do have one but it is not in place until roll is over 1000 students.
- Discussion around Bush School. Only able to be enrolled in one school at a time. MoE have queries, are looking to meet with Louisa to discuss. Attendance was poor for staff and students last year. Office staff follow up on absenteeism.  
MoE investing into attendance & engagement strategy. Whaingaroa cluster



awarded \$30K for 2023 towards truancy. Have engaged Lara Sweetman for 10 hours a week across the 4 schools.

Also awarded \$40K to work on strategy. Lisa Rapana put together a research draft, acknowledging LB's support. Attendance dropping. Lisa Rapana co-designing a strategy with Amanda at Waitetuna. Work with the other schools to implement.

LB & LR to include reporting on new strategy to board.

LB - open to hearing about what's working for kids. SD offered support to Louisa around providing information re: bush school to MoE. LB important to role model openness to learning. DD happy to work with Lisa and Louisa on this.

- Election Process Review.
  - RAS Friends Foundation - Joe Hassell offered to come back to support board to do this - targeting fundraising from "big players". DD University does this, sponsors can buy scholarships etc. SF happy to be involved in fundraising.
  - Maori Strategic planning. Next step for RAS to invite iwi in to showcase what we are doing.
  - Traffic Plan - will be added to an upcoming agenda.
  - 2 Teacher only days Monday 24th April - day before Anzac Day. 17th July - by holidays.
- Moved: LB    Seconded: SA    CARRIED**
- Discussion around EOTC trips approvals and process. JH to circulate EOTC Gsite.

#### **Principal's Report**

**Moved: LB    Seconded: LH    CARRIED**

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

**Moved: SD    Seconded: SA    CARRIED**

#### 3.5. [RAS Annual Plan](#)

Will be added to March agenda - to me amended

#### 3.6. [RAS BoT Concerns & Complaints Follow Up Policy](#)

Ensure this has been read in order to be prepared on how to deal with concerns and complaints. If approached directly send to school



initially in order to initial correct process. Advise school as first stop.

Ask for everything in writing.

First to teacher / principal then board.

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

##### 4.1. BoT Individual Induction Documents

Reminder for all members to have catch ups needed on induction documents

##### 4.2. [Board Meetings Checklist](#) (draft)

##### 4.3. [PPTA Strike Action](#)

Discussion around impact of strike / unions.

##### 4.4. Support for Student Trustee / Staff Trustee

Offering support to Lani; Linda is available also but feel free to go to Board

Presiding Member or other board members. Support is available to as an equal on this Board.

##### 4.5. Board / PTA Relationship

SA and SD to engage with PTA

Discussion around purchasing van. SF to investigate options. HR to handover to SF. Donor would like completed by end of March.

##### 4.6. Nominate / appoint chairs for subcommittees & Confirm Subcommittee member 2 Subcommittees:

###### **Policy & Wellbeing**

Dave Duffin, Linda Holmes, Lani Frazerhurst, Lisa Rapana & Lisa Thomson.

Chair: Linda Holmes. Time 5:30pm prior to Board Meeting.

###### **Property & Finance**

Sonya Drysdale, Stefan Frew, Sian Atkinson, Louisa Barham & Jo Levey.

Chair: Stefan Frew. Time 5:30pm prior to Board Meeting.

**Moved: SA    Seconded: DD    CARRIED**

##### 4.7. [BoT Professional Development Schedule](#)

Option for NZSTA Foundation Hui.

- LB contacted NZSTA - they have recommended to do the initial online sessions then consider further learning needs. Links have been shared to these online learning sessions.

Let SD and SA what you want to learn.

January - [Student Suspensions](#)

- Request by SD to update "victim"to "other party" (completed in



documentation )

Office staff to ensure that suspension documentation is couriered, emailed and phonecall.

Discussion around suspension processes, queries from DD.

February - [Charter & Annual Plan](#)

Please ensure you have read these prior to February meeting.

- 4.8.** Lisa Rapana's email regarding holding BoT hui at Poihakena Marae and NUoM Representation on BOT

LR - Poihakena marae decided on Lisa Rapana as collective voice. Ngaa uri o maahanga also proposed a representative. Ngaa Uri o Maahanga or Poihakena may be called on to talk, depending on the kaupapa.

SA proposing a response - to Ngaa Uri o Maahanga and Poihakena Chairperson

**Moved: SA Seconded: LB CARRIED**

LR - proposed to hold RAS Board meetings at Poihakena marae. Initially a powhiri then to hold a regular board meeting there.

Agreed in principle.

**Moved: SA Seconded: LB CARRIED**

## 5. In Committee Discussions

In: 8:35pm

Out: 8:55pm

## 6. Board Self Review

- 6.1. LB - self review is opportunity to give feedback to each other on how to improve meetings. Positive feedback for SA as chair. DD feedback about over running. JH to get out agenda and minutes, links ready earlier may help with shorter meetings.
- 6.2. Comms to go out about who are the board, what do they do? Intro to each member.
- 6.3. Closing [Karakia](#)