



Board of Trustees March Meeting Minutes

29 March 2023 6:07 - 9:32 pm

In attendance: Sian Atkinson, Stefan Frew, Lisa Thomson, Sonya Drysdale, Lisa Rapanu, David Duffin, Louisa Barham, Quenten Browne (Speaking Rights), Jules Holden (BoT Secretary)

Apologies: Lani Frazerhurst , Linda Holmes

1. Opening [karakia](#) - Sonya [karakia lead schedule](#)

1.1. [Quenten Browne - Presentation](#)

Quenten presented Kura Tuakana data and analysis of data.

Discussion around data and reasons for data.

2. Administration

2.1. Welcome

2.2. Present/Apologies

2.3. Update to [January meeting minutes](#)

2.4. Approval of [February meeting Minutes](#)

Motion: Acceptance of updated January & February Meeting Minutes

MOTION: SF Secoded: SA CARRIED

2.5. [Conflict of interest register draft](#)

Discussion on registering conflicts of interest. Policy will be coming soon.

2.6. Matters arising from previous minutes

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

Hayley's report - Email from MOE re solar panels

[Genesis Pricing Update](#)

3. Monitoring

3.1. [Finance Report](#)

Actual Net Surplus / (Deficit) at 28 February 2023 is \$73,909

Motion: Approve Sonya and Sian delegated approval to discuss and question summary in next Wednesday meeting and approve. Jo will raise and red flag



anything of importance.

MOTION SF Seconded: LT CARRIED

3.2. ***Property Report***

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

SA - power efficiency. Update from LB around solar providers. Recommendation from MoE to take a cautious approach to solar. Energy audit has been advised.

Discussion around solar.

Motion: to contact all providers to explain our process

MOTION: SD Seconded: LB CARRIED

Contact all solar providers to explain process.

Motion: to engage Hayley Vink re: costing energy audit

MOTION: SD Seconded: LB CARRIED

3.3. Finance and Property Sub-committee update - verbal

3.4. Delegations Document see 4.2

3.5. Policy & Wellbeing Sub-committee update - verbal from Dave

Update from Dave - meeting today. Policy email chain set up. Linda and Dave have met with Liam. Impressed with handover from Liam and what he has done. Know what needs to be worked on.

2 policies initially:

-Evacuation policy / Health & Safety Policy - need to link to procedures.

-Harmful Communication Policy. LB has drafted. LH and DD to meet with Louisa re: harmful comms policy.

Monitoring concerns and complaints log - Policy subcommittee responsible for concerns and complaints log.

Policy subcommittee to review concerns and complaints process and make recommendations

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

Whatsapp to be set up for urgent BoT communications.

Induction meetings to be held with each trustee and co-presiding members

NZSTA - ensure our BoT are registered correctly.

Motion: NZSTA not recognising co-presiding chair, move to seek this to be resolved with NZSTA

Motion: LR Seconded: SA CARRIED

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



3.8. [Principal's Report](#)

Motion: The RAS BoT approves the Kura Tuakana trip to Te Awamutu for the Central North Island Area Schools Sports Tournament. This approval is given on the understanding that all school policy and procedures are implemented.

MOTION: LT Seconded: SA CARRIED

Discussion around possible conflict of interest regarding attendance project. To be registered as possible conflict of interest.

SF and LT to work together on Road Safety.

Election Process Review - LB and LT

Educational Review Office (ERO) update. Updating - new system - Raglan Area School will be visited by ERO at the start of Term 2. Every school will now be reviewed under a 3 year process and the reports will be published. New model is to work alongside schools to identify gaps and work on improvement. New reporting and planning expectations.

Motion: The Principal has advised the Presiding Members that the auditor requirement for the School Annual Accrual Report (SAAR) is correct and will be signed by the Principal and forwarded to the Auditor for the annual audit 2022.

Motion: LT Seconded: SA CARRIED

Principal Strike NZEI - happening in Term 2. Will impact work and work times for LB.

LB has become President of the New Zealand Area Schools Association.

3.9. [RAS Annual Plan](#) - Change to Legislation - Education (School Planning and Reporting) Regulations 2023 - verbal update from Sian

📄 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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please read above documents prior to next board meeting.

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

4.1. BoT Individual Induction Documents - for discussion

4.2. [Board Presiding and Principal Delegations 2023](#)

Move to approve standard delegations

Motion: LR Seconded: SA CARRIED

Add appendix for additional delegations of co-presiding members with regard to urgent communication and EOTC decisions for approval at April Board Meeting.



4.3. [Board / PTA Relationship](#)

SA & SF to meet with PTA

4.4. [BoT Professional Development Schedule](#)

March - [RAS Uniform Re-engagement Process 2023](#)

April - Strategic Plan & Property Projects (see above)

5. In Committee Discussions/Approvals

In: 8:45pm 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.
- 6.4. BOT Attendance
- 6.5. Closing [Karakia](#)