

## Board of Trustees Meeting Minutes - DRAFT

30th January 2025 - Online

Meeting Started: 6:05 pm | Meeting Closed: 6:54 pm

<b>Present:</b>	Lisa Thomson, Linda Holmes,, Louisa Barham, David Duffin, Kaiya Miller, Linda Mayow
<b>Apologies:</b>	Stefan Frew
<b>Chair:</b>	David Duffin
<b>Minute Secretary:</b>	Jules Holden (Speaking Rights)
<b>Conflicts of Interest:</b>	 RAS BoT Conflict of Interest Register - one noted

	Moved	Seconded	Motion Carried/ Agreed To
<b>1. Administration</b>			
<b>Confirmation of previous minutes</b>			
<b>Motion:</b> It is moved that the meeting minutes of the Board of Trustees meeting and In Committee meeting held on 26th November be accepted as true and correct.	DD	LH	Carried
<b>2. Monitoring</b>			
<b>Finance &amp; Property Minutes</b>			
Defer sign off on this to February Meeting			
<b>Principal's Report</b>			
<b>Updated Sabbatical cover for Louisa for 2025.</b> Reminding BoT of dates and plan for cover. Term 2-4. QB will be acting Principal for all terms. Working closely alongside Haylee. Haylee will assume the role of DP across whole school in collaboration. Staffing provided by absence is used to provide non-contact where needed for staff. Jules will meet daily with QB and HW. DD will meet once a week on Friday with QB and HW. LB will touch base once a week. LB to be involved in audit, elections.			
Motion to accept updated plan for Sabbatical cover for Louisa for 2025	LB	DD	Carried
<b>Budget Update 2025</b>			
Met with Hayden from Ed Services, Looking positive for 2025. Will approve budget in February.			



Arnika to reshare budget with Board of Trustees to Review before February Board meeting.

### Principal's Delegations

- LB Talked through the Principal's Delegation Policy.  
Novopay - Louisa, Karen and Arnika.
- In Term 2 another review will take place in order to hand over to Quenten.

Moved Principal's delegation document be accepted	LB	DD	Carried
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### Confirmed Staffing

Confirm we are fully staffed in all areas of school to start the year.

### Officers of the BoT

Motion for David Duffin to continue as Presiding Member	LB	LT	Carried
Motion for Stefan to continue as Deputy Presiding Member	LB	LT	Carried
Motion for Jules to continue as BoT Secretary	LB	LH	Carried
Motion for Linda Mayow co-option for 2025 until elections	LB	LH	Carried
Motion for Karen Clark and Arnika Smith co-opted to Finance Property subcommittee	LB	DD	Carried
Motion for Finance and Policy subcommittees remain the same until elections with only change being Kaiya	LB	LH	Carried
Motion for Stefan Frew is chair of Finance and Property Subcommittee	LB	LH	Carried
Motion for Linda Mayow to be the chair of the Policy Subcommittee	Lb	LH	Carried


### Motion:

- **EOTC (Education Outside the Classroom)**
  1. EOTC trips that are overnight or outside of the Raglan township require Board approval.
  2. Paperwork & planning is reviewed by Deputy Principals; Haylee Webber (Kura Teina Y0-8) and Quenten Browne (Kura Tuakana Y9-13) within approved timeframes, budgets and health and safety requirements.
  3. Up to date weather and safety checks are made on the actual dates of departure.

**The Board approves the following EOTC trip based on the above expectations being met:**

**Waka Ama Nationals** - Monday 24 March to Friday 28 March 2025 at Lake Tikitapu in Rotorua. Staff attending are Ariana



<p>Millward, TJ Pemberton and the coaches Conan Herbert and Amber Hartstone. We are looking to take 4 teams (24 students) with a cost of \$360 per paddler to attend. We will be using the school vans and 1 private vehicle.</p> <p><b>Surfing Academy Trips 2025</b></p> <p>The surfing academy is applying for permission to travel to 3 locations to compete on the NZ Junior surf series competition.</p> <ul style="list-style-type: none"><li>-Event 1 Whangamata dates Feb 7th-10th</li><li>-Event 2 Piha February 21st-23rd</li><li>-Event 3 Gisborne May 2nd-4th</li></ul> <p>There will be approximately 15 students travelling to each event. The bus will be the mode of transport. Supervising teachers will be Larry Fisher and Deane Hishon</p>			
<b>Motion:</b> It is moved that the Principal's Report be accepted.	LB	DD	Carried
<p>No Policy &amp; Wellbeing Subcommittee Report this month - meeting not held.</p> <p>No Presiding Member report</p> <p>No Student Rep Report</p> <p>Staff Rep Report - Full compliment of staff to start the year</p>			
<b>3. General Business</b>			
Iwi Rep - would like to invite the nominated rep to attend the first meeting they are able to join.			
<b>4. In Committee</b>			
In to In Committee 6:30 pm / Out of In Committee 6:53 pm			
<b>5. Board Self Review</b>			
<b>Schedule for BoT meetings for 2025 days / times</b>			
Meetings to be twice a term - 9 board meetings. On a Wednesday.			
<b>Meeting Closed: 6:54 pm</b>			
<b>6. Confirmation</b>			
<p>Chairperson signature: </p>			
Date: 27/2/25			