

Meeting: **Thursday, 15 February 2024**

Location: **Staff Room**

Time: **5.30 pm**

Present: Heather Richardson, Malcolm Davidson, Sophia Jasinski, Prisca MacDonald, Sarah Stephens, Nirvana Wi-Neera.

Apologies: Catherine Burrage, Nadia Te Huia - for lateness

In attendance: Carol Walter

1. **Karakia**
2. **Whakataukī**

Ka oho te wairua, ka mataara te tinana, he aroha ki te aroha, ka kaa te rama.

When the spirit is awakened, when the body is alert, when love is unconditional, enlightenment follows.

Agenda

3. **David Hyland, MoEd Financial Advisor.**

The financial advisors role is to support boards financial governance. Boards are a crown entity and need to spend crown money for the purpose of educating students. It was important that the board should set the tone, monitor financial outcomes, minimise risk and understand how the school helps students - and not get involved in the daily operations of the school.

The MoEd have a contract with NZSTA to advise boards and this is where Boards should get their information directly from. It was noted that TIS has an external accounting service provider; this reduces risk and provides continuity.

Risks to be aware of include falling student numbers and lower staffing entitlement. The temptation is to keep staff on but this may have detrimental effects on the finances.

Catherine Burrage arrived at the meeting

Care should also be taken with capital expenditure. Boards should understand the operational benefits of doing a project and how long to repay the investment. Other risks include changes in key personnel; board chair, principal, executive officer as this may result in loss of institutional knowledge.

Board should always look at running a neutral or slightly positive budget and ensure the most effective use of the funds.

Nadia Te Huia arrived at the meeting.

H Richardson thanked D Hyland for his presentation.

4. Election of presiding member

P MacDonald called for nominations for presiding member. There was one nomination for Heather Richardson who was willing to serve for a further 6 months. There being no further nominations H Richardson was duly elected.

5. Portfolios

A list of allocated portfolios were tabled and confirmed.

6. Conflicts of Interest

There were no conflicts of interest to declare.

7. Minutes

Moved to accept the minutes of 30 November 2023. H Richardson / N Te Huia. Carried.

8. Register of motions 2024

Accepted as read.

9. Delegations

The delegations policy was tabled and confirmed.

Moved to accept the delegations policy - N Wi-Neera / C Burrage

10. Correspondence

Matters arising from the correspondence.

P MacDonald drew board members attention to MoEd bulletin #170 and likely changes to policy and initiatives.

Moved to accept the correspondence - H Richardson / S Stephens. Carried.

11. Ngāti Toa.

H Richardson thanked Ūpane for the breakfast late last year. N Wi-Neera noted they planned to hold a Principals' breakfast once a term to maintain relationships. Ngāti Toa in partnership with Te Kura were planning to establish a satellite school at Hinamatangi; site of the current learning support hub.

12. Strategic planning

P MacDonald outlined the draft strategic plan encompassing vision, values and goals. The values are already being used but there was a need to increase their visibility.

Values adopted are:

- Aumangea
- Kotahitanga
- Manaakitanga
- Tupu

Draft goals centred around:

1. Build a learning focussed culture
2. Support & enhance student well-being
3. Develop the school curriculum

The next steps were to conduct focus groups to fine tune these goals and then prepare an action plan. More may be done to centre the narrative in Te Tiriti through the lens of lived experiences, this should provide a unifying piece.

Further discussion would be needed - either at the next board meeting or a specific meeting

13. Policy review

This was postponed until next meeting.

14. Reports

14.1 Principal's report

P MacDonald presented the principal's report. The structure of day has been changed to better meet the needs of students. Syndicates had been condensed into 4 with new names using the concept of the water cycle throughout the region.

The student merit system, and the criteria for how they are awarded, is under review. Options include a Duke of Edinburgh style programme.

P MacDonald thanked the board for permission to attend the Harvard course in Sydney. It provided deep learning and fantastic growth. Five areas were focussed on: Leadership lens/approaches to change, managing teams, trauma informed practice, strategic planning, and the instructional core.

Moved to accept the principal's report - P MacDonald / C Burrage. Carried.

14.2 Finance report

H Richardson presented the finance report. It was noted that this was a draft end-of-year report showing a very healthy end result. The audited result would be available by May.

Moved to accept the finance report for December 2023 - H Richardson / M Davidson. Carried

14.3 Property Report

P MacDonald presented the property report. Ministry projects continue but progress is slow. We are waiting for a confirmed start date for the main block roof. This is still scheduled for April 2024 but this now makes for tight timeframes. A new platform has been introduced requiring the Designated

Financial Authority (DFA) to approve projects online. The DFA is usually the Presiding Member of the Board, unless delegated to another person such as the Principal. This was agreed to with any such actions recorded on the property report each meeting.

Moved to delegate DFA role to the principal, Prisca MacDonald - C Burrage / N Te Huia Carried.

Moved to accept the property report - N Wi-Neera / S Stephens. Carried.

14.4. Health and Safety

P MacDonald presented the Health and Safety report.

It was noted that there had been a couple of covid cases amongst the staff and some suppliers. Staff had been advised to keep boosters up to date.

Moved to accept the health and safety report for - P MacDonald / S Stephens. Carried

As the meeting had been in progress for 2 hours, it was moved to extend meeting a further 30 minutes - H Richardson / M Davidson Carried.

15. Public excluded business

Moved that the public be excluded from the following part/s of the proceedings of this meeting on the grounds that the matter is one of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public - H Richardson / M Davidson. Carried.

There being no further business the meeting concluded at 7:40pm with a closing karakia.

Next Meeting – scheduled for Thursday, 21 March 2024

Signed:



Heather Richardson (Presiding Member)

Date:

21 March 2024