

Meeting: **Thursday, 31 October 2024**

Location: **Staff Room**

Time: **5.30 pm**

Present: Heather Richardson, Malcolm Davidson, Prisca MacDonald, Sarah Stevens, Iain Westphall.

Apologies: Catherine Burrage, Nadia Te Huia

In attendance: Carol Walter

1. Karakia

2. Whakataukī

Whāia te iti kahurangi, ki te tuohu koe, me he maunga teitei

Seek the treasure that you value most dearly, if you bow your head, let it be to a lofty mountain.

Agenda

3. Conflicts of Interest

There were no conflicts of interest to declare.

4. Minutes

It was noted that Iain Westphall was in attendance at the last meeting.

* Moved to accept the minutes of 12 September 2024 - H Richardson / P MacDonald. All in favour.
Carried

5. Register of motions 2024

Accepted as read.

6. Correspondence

H Richardson spoke to the Living Wage campaign. It was felt that our staff were covered by collective agreements and it may be better to approach the unions instead. It was agreed that members could sign individually.

The audit fee for 2024-26 was received; fees will start at \$8,321 (compared to \$8,100 in 2023) The subsidy from the Ministry of Education was noted.

* Moved to accept audit fee - H Richardson / S Stephens. All in favour. Carried.

* Moved to accept the correspondence - H Richardson/M Davidson. All in favour. Carried.

7. Ngāti Toa.

Standing item - no business.

8. Board self-audit checklist

The self-audit checklist for Board administration was tabled.

The checklist was worked through item by item. Some work was needed around whanau consultation and parental reporting. It was noted that the annual plan should be published on the website.

The next checklist is Curriculum.

9. Term 4 polices

These are to be reviewed at the next meeting.

10. 50th anniversary

P MacDonald advised that N Te Huia has been contacting people to organise a hui around planning for 50th anniversary.

11. Uniform

P MacDonald advised that the hoodie fabric has been delayed and cannot be ready for term 12025. The plan is to now introduce it late term 3, 2025 which will also allow for jersey stock to deplete.

12. Student well-being

- a. Clare Fleetwood is the current counsellor/coach. It was noted that we are required to provide counselling despite no specific funding. A definite need and response has been positive. The hours could easily increase but this would impact the budget. I Westpahll advised that there was a lot more pastoral work being done in classrooms, especially with the change in timetable to allow 10 minutes homeroom time at the start of each day.

* Moved to continue funding counsellor at current levels. P MacDonald/ M Davidson. All in favour. Carried.

- b. Kahui Ako re-engagement report for term 3 was received. It was noted that the case load increased as the year progressed. More funding is becoming becoming available from

various sources but the Kahui Ako funding is being removed. This role will be discontinued at the end of this year. The board will write to thank J Keats for the report.

13. Reports

13.1 Principal's report

P MacDonald presented the principal's report.

Of note were the teacher-only days, curriculum days and term dates for 2025. Board members were invited to speak at the awards evenings to be held:

- Mon 9 Dec
- Tues 10 Dec
- Wed 11 Dec
- Mon 16 Dec

* Moved to accept the principal's report - P MacDonald / I Westphall. All in favour. Carried.

14.2 Finance report

M Davidson presented the finance report. Points to note included:

- Lower fundraising results from the annual fun-run
- Increased utilities charges
- Backpay from support staff contract settlements - funded by Ministry of Education but impacting both income and expenditure.
- Increased government funding from increased student numbers

* Moved to accept the finance report M Davidson / H Richardson. All in favour. Carried

14.3 Property report

H Richardson presented the property report.

P MacDonald advised that the AMS project was significantly behind schedule. There had been ongoing difficulties getting the project management team to provide timely information in order to make decisions. It was likely that some board funds would be required to ensure the project was completed to the desired standard, and this may be a good use of uncommitted funds.

* Move to accept property report - P MacDonald/ S Stephens. All in favour. Carried

14.4. Health and Safety report

P MacDonald presented the health & safety report. There had been a higher-than-usual falls resulting in sprained or broken bones. Hazards will be checked.


Move to accept H&S report. H Richardson/I Westphall. All in favour. 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 matters are of personnel and students 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 / P MacDonald. All in favour. Carried.

There being no further business the meeting concluded at 7:22pm with a closing karakia.

Next meeting is scheduled for Thursday, 5 December 2024

Signed: 
Heather Richardson (Presiding Member)

Date: 05 Dec 2024