

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
HELD IN THE STAFFROOM/VIA ZOOM  
ON TUESDAY 14 SEPTEMBER 2021**

<b>Present:</b>	Fiona Hawes	Principal	
	Anna Bell-Booth	Finance/Deputy Member	Presiding
	Neil McLaughlin	Property	
	Dave Medley	Staff Representative	
	Todd Retter	5YA Property	
	Claire Wilde		
<b>Attendees</b>	Cathy Ediker	Deputy Principal	
<b>Via Zoom:</b>	Susan O'Neill	Minute Secretary	
<b>Apologies:</b>	Aaron Moores	Finance/Presiding Member	

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. The Deputy Presiding Member welcomed everyone to the meeting and accepted apologies from the Presiding Member.
2. Declarations of Interest. No declarations for conflict of interest were noted.

**ITEM 2 – REPORTS**

3. No reports. Due to the inability to collect data under recent Covid-19 restrictions, no reports were presented.

**DECISIONS**

4. Principal Report. Fiona presented her report, a copy of which is attached.
  - a. Distance Learning and Bubble School Under Covid-19 Restrictions. Fiona spoke to the success of the provision of distance learning and limited bubble school provided. The hard work and innovation of teachers and other school staff was recognised. These efforts were very much appreciated by our school community and the leadership team. Fiona was proud of the lengths staff went to in ensuring engagement during this time.
  - b. Covid-19 Vaccine Roll Out. The board discussed the possibility that schools may be asked to host vaccine centres. The Board may be asked to decide whether or not to allow the school venue to be utilised for this

## ACTION

- purpose. Boards will take specialist advice and may consult with community stakeholders as appropriate before making this decision.
- c. Parent Survey. This annual survey had a response rate of 50% in 2020. The Board was happy for the existing questions to remain and thought there would be value in providing an open text box to allow respondents an opportunity to add a comment. A1 (Fiona)
- d. Relationships and Sexuality in Education. The leadership team is working on a new localised curriculum document and will share with the community and the Board once finalised. A2 (Cathy)
- e. Reading Recovery. The MOE and The University of Waikato have acknowledged the receipt of the Board letter regarding termination of the lease for the TPS building. The University of Waikato thanked the Board for providing a long notice period.
- f. Request for Leave. An application has been received from a permanent teacher (currently on maternity leave) for a year's unpaid leave in 2022.
- Motion:** The Board agrees to grant a year's discretionary leave without pay to Jean Murphy in 2022. A3 (Fiona)
- Moved:** Fiona Hawes      **Seconded:** Claire Wilde
- Updated following the meeting** – further discussions with incumbent and school agreed to grant LWOP for 0.6 FTTE (2022) and returning to 0.4 FTTE at the start of 2022 under a variation of contract.
- g. School Docs. A few positive comments have been received noting the current Behaviour Management policy as clear and concise. While there is no requirement for a timeframe to be included, The Board agreed the timeframe “within a week” to acknowledge a formal complaint currently in the policy is favourable. This acknowledgement would include an explanation of the process and, in practice, is usually sent with 24 hours of the complaint being received.
- h. **Motion:** That the Principal's report be accepted.
- Moved:** Claire Wilde      **Seconded:** Neil McLaughlin

## ITEM 4 – REVIEW

5. Finance. Anna presented the minutes from the August finance meeting where the July accounts were reviewed. The overall financial situation at the end of July 2021 is very positive, currently running a surplus, with no areas of particular concern. Bank staffing is showing as slightly overused and the school has received confirmation that increased entitlement will be applied to largely balance this figure. The final retention from the 5YA project is being held while a solution to the carpet is being found.

6. Property. Fiona reported that a high number of property projects are currently being managed within the school, requiring a significant amount of time and effort. Two of the projects are being led by the MOE with further discussions to be held over expected costs and timelines.

## ITEM 5 – DISCUSSIONS

### AGENDA ITEMS

7. Agenda Items for Next Meeting. Items to be included are:
- Structured Literacy
  - Academic progress – Reading, Writing and Mathematics
  - Kāhui Ako

**ITEM 6 – ADMINISTRATION**

8. Confirmation of Minutes. The minutes of the last meeting held on 10 August 2021 were accepted as a true record with all actions considered off agenda.

**Moved:** Anna Bell-Booth      **Seconded:** Fiona Hawes

9. Correspondence.

Inwards.

- a. Jean Murphy - LWOP request

Outwards

- b. Nothing of note

10. Meeting Closure. There being no further business, the Deputy Chair thanked everyone for their contributions and closed the meeting at 7.53pm.

11. Next Meeting. Next meeting 7.00pm, Tuesday 2 November, 2021.

Susan O'Neill  
Minute Secretary

Anna Bell-Booth  
Deputy Presiding Member

September 2021

Attachments:

- 1. Principal's Report.

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