

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**HELD IN THE STAFFROOM WITH ZOOM OPTION**  
**ON TUESDAY 15 FEBRUARY 2022**

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

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. The Chair welcomed everyone to the meeting, the first one for 2022.
2. Declarations of Interest. No declarations for conflict of interest were noted.

**ITEM 2 – DECISIONS**

3. Elect 2022 Presiding Member. The start of each year requires an election of the Presiding Member. The Board has been very fortunate to have had Aaron Moore effectively carry out this role for a number of terms now. The Minute Secretary called for nominations. Aaron indicated his willingness to stand again for this position and the other members voiced their support for Aaron.

**Motion:** That Aaron Moores be elected to the position of 2022 Presiding Member.

**Moved:** Anna Bell-Booth      **Seconded:** Claire Wilde

4. Elect 2022 Deputy Presiding Member. The optional position of Deputy Presiding Member is highly valued by this Board and the 2020/2021 Deputy Presiding Member, Anna Bell-Booth, indicated her willingness to stand again for 2022.

**Motion:** That Anna Bell-Booth be elected to the position of 2022 Deputy Presiding Member.

**Moved:** Claire Wilde      **Seconded:** Todd Retter

Congratulations and gratitude were expressed to both members.

5. Principal's Report. Fiona presented her report with new strategic goal titles aligning with those of the kāhui ako.
  - a. Teacher Only Days January 2022. Two differing and well received sessions of PLD were attended by staff – one looking at self-care and raising

resilience and the other a Treaty of Waitangi workshop. Senior team undertook further training for Zones of Regulation which helps students recognise their emotional states, readiness to learn (Green Zone), and stress responses, as well as providing understanding of appropriate actions. Creating this shared vocabulary and helping staff to understand what behaviour can look like as a stress response is proving very positive.

- b. International Students. One current student. Recent sector meeting looked at proposed changes for students under Year 9 and the school is providing feedback and letters of support to CMOE. The proposed changes are not positive for an improvement in this market at primary level.
- c. Covid Update. Framework regarding schooling at Red setting was shared: TPS – Covid-10 Protection Framework and the TPS – Business Continuity Plan. The school is currently working across a separated, split site and further changes are anticipated as cases rise.
- d. **Charter 2022**. The 2020 – 2022 Charter was tabled (updated in January 2022).

**Motion:** That the updated 2020-2022 Charter be accepted as tabled.

**Moved:** Aaron Moores      **Seconded:** Claire Wilde

- e. General property updates were provided of current work and projects completed over the December/January school holiday break.
- f. Meetings dates for 2022. Confirmed as per December Board minutes on Tuesdays at 7.00pm on the following dates:
  - 15 February
  - 22 March
  - 17 May
  - 21 June
  - 9 August
  - 13 September
  - 1 November
  - 6 December
- g. **Motion:** That the Principal's report be accepted.

**Moved:** Aaron Moores      **Seconded:** Anna Bell-Booth

#### **ITEM 4 – REVIEW**

- 6. Finance. Aaron presented the minutes and draft December 2021 accounts. 2021 end of year accounts will be available in March. A healthy 2021 surplus is predicted which will help off-set the predicted 2022 draft budget deficit. The school was very pleased to receive \$7,500 from Lion Foundation to support the important role of Sports Co-ordinator in 2022.

**Motion:** The Board approved the 2022 draft budget for a deficit of \$136,060

**Moved:** Fiona Hawes      **Seconded:** Claire Wilde

- 7. Covid-19 Leave Provisions. The collective agreements for both Primary Teachers and Principals allow for disregarded sick leave (not exceeding an overall aggregate of two years) should a teacher contract a notifiable disease which requires exclusion from school. Support staff collectives do not include this provision. A discussion was held to assess how sick leave may be managed should the support staff member have a zero sick leave balance. The Covid landscape is fast evolving and regulations surrounding leave are changing in response. The Board agreed to support the concept of allowing some discretionary paid leave should a support staff member (including caretakers) be off work and unwell with covid, or supporting a close relative with the same, and having a zero sick leave balance.

**Motion:** The Board agrees to provide paid discretionary leave to any support staff member unwell and diagnosed with covid and with a zero sick leave balance. The same provision would apply to support staff with a zero sick leave balance and supporting a dependant sick with Covid. This provision will apply for term 1, 2022 and be reviewed for term 2 at the next Board meeting.

Board (A1)

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

8. FOTS. Plan to reinstate this group in Term 2
9. Board Election. Deferred to September 2022

## **ITEM 5 – DISCUSSIONS**

### **AGENDA ITEMS**

10. Agenda Items for Next Meeting. Items to be included are:
  - Policies for review as per School Docs
  - PAT Maths report
  - Learning through Play report
  - Draft annuals 2021
  - Audit report 2021
  - Covid leave review

## **ITEM 6 – ADMINISTRATION**

11. Confirmation of Minutes. The minutes of the last meeting held on 7 December 2021 were accepted as a true record with all actions considered off agenda.

**Moved:** Anna Bell-Booth      **Seconded:** Aaron Moores

12. Correspondence.

#### Inwards.

- a. Letter outlining concern over proposed vaccination roll out for 5-11 year olds

#### Outwards

- b. Nothing of note

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 7.58pm.

14. Next Meeting. Next meeting 7.00pm, Tuesday 22 March, 2022.

Susan O'Neill  
Minute Secretary

Aaron Moores  
Presiding Member

February 2022

#### Attachments:

1. Principal's Report.

#### Distribution:

All Trustees	Board Secretary
Deputy Principal	Website
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