



BOARD MEETING

DATE	Wednesday 14 February 2024
TIME	6.00pm
VENUE	Staff Room
PRESENT	<ul style="list-style-type: none">• Mrs Katy Bexley- Presiding Member, Policies• Mrs Jini Seal - Deputy Presiding Member - Health and Safety• Mrs Sane Walker - Finance• Ms Jolayne Trim - Property - Internal/External• Mr Justin Cherry - Community Liaison• Mrs Kylee Pocklington-Foster Staff Representative• Mrs Anne Leitch - Principal
IN ATTENDANCE	<ul style="list-style-type: none">• Mrs Rae Hawkes - Minutes Secretary• Mrs Christine Pasfield - Deputy Principal

1. **Welcome**

2. **Meeting Protocol**

2.1 **Apologies:** None

2.2 J. Seal advised that she has changed her job title.

2.3 **Action: R. Hawkes to update J. Seal's details in the Register of Interests.**

3. **Matters Arising**

3.1 Re Action 4.3 of 29/3 mtg: R. Hawkes emailed and tabled the information regarding the Ministry of Education guidelines on parent donations and payments for activities.

3.2 Re Action 4/10 of 29/11 mtg: A. Leitch advised the board that the IT Technician set up a test to receive alerts regarding threatening emails, subsequent to the bomb threat email sent to many North Shore and North West Schools in November 2023. The test highlighted that a high percentage of non related, non threatening emails - three or more per day - are also included because of certain words used in the emails. A. Leitch advised that it would not be appropriate for the Senior Leadership Team to receive these unrelated emails.

3.3 **Action: A. Leitch to discuss with other Principals how they monitor threatening emails and also ask advice from the school's Ministry of Education advisor.**

3.4 Re Action 6.3 from 29/11 mtg: the 2024 Unit Allocation is ready for approval. See Minute 7.4.

3.5 Re Minute 7.4 from 29/11 mtg: Re International Learners Policy - A. Leitch assured the board that the school has completed a self review of how it is meeting Code of Practice requirements and that the self-review attestation has been submitted.

4. Minutes of the Previous Meeting

Motion: that the Minutes of the meeting held on 29 November 2023 be accepted as a true and accurate record.

Moved: K. Bexley / Seconded: S. Walker / Agreed

5. New Matters

5.1 A. Leitch updated the board regarding ERO. Achievement data, results using the self review tool have been sent to Tracy Elton-Farr (ERO), together with access to a Google folder, which contains anything that will help with the ERO review of the school.

5.2 A. Leitch explained Te Mātaiaho - The Refreshed New Zealand Curriculum - Learning Areas of Mātaiaho Mathematics and Statistics to board members and how this is being transitioned into our school.

5.3 **Motion: That the board approves Anne Leitch, Rita Duthie and Rae Hawkes as authorised Edpay users.**

Moved: J. Seal / Seconded: J. Trim / Agreed

6. Inwards / Outwards Correspondence

6.1 Letter of Resignation - T. Edmonds.

6.2 **Motion: That the board approves the Inwards/Outwards Correspondence.**

Moved: K. Bexley / Seconded: J. Cherry / Agreed

7. Strategic Decisions and Discussions

7.1 **Principal's Report - discussed.**

7.2 Appointment of Deputy Principal / Te Ao Maori Leader - Job Description tabled for board information.

7.3 **Motion: That the board approves the following appointments and resignation:**

Appointments:

- **Belinda Franklin - Fixed Term Teacher Aide - 1 day per week Term 1 2024**
- **Kylee Pocklington-Foster - Deputy Principal**
- **Ronal Raju - Acting Caretaker from 1/2/2024**

Resignation:

- **Tom Edmonds - Caretaker**

Moved: K. Bexley / Seconded: S. Walker / Agreed

7.4 **Motion: that the board approves the 2024 Unit Allocation.**

Moved: K. Bexley / Seconded: J. Trim / Agreed

7.5 **Motion: that the board approves the 2024 Annual Plan.**

Moved: J. Cherry / Seconded: J. Seal / Agreed

7.6 A. Leitch advised that the 2024 Strategic Plan is currently being worked on.

- 7.7 The board discussed the Caretaker/Cleaning proposal tabled by A. Leitch.
- 7.8 J. Seal recommended that provision should be made in the budget to employ an assistant caretaker who can support the main caretaker and back up if the caretaker is on leave for any reason.
- 7.9 **Action: A. Leitch to make adjustments to the Caretaker / Cleaning proposal to allow for an assistant or temporary caretaker in the budget costs.**
8. **Monitoring**
- 8.1 A. Leitch tabled the 2024 Draft Budget, and the board agreed that the final budget can be emailed to board members by 23 February 2024 for approval.
- 8.2 **Action: A. Leitch to email the final 2024 Budget to board members for approval by 23 February 2024.**
- 8.3 K. Bexley advised that Auckland Council are considering charging schools for rubbish collection in the future and this extra cost should be factored into the budget.
- 8.4 **Action: A. Leitch to ascertain if the school pays a contractor to collect rubbish and/or uses the Auckland Council service.**
- 8.5 **Motion: that the board approves the Monthly Finance Reports for November and December 2023.
Moved: S. Walker / Seconded: J. Trim / Agreed**
9. **General Business**
- 9.1 **8.00pm - the meeting closed.**
- 9.2 The next meeting will be held on **Wednesday 20 March 2024 at 6.00pm in the Staff Room.**

ACTION LIST FROM MEETING HELD ON 14 February 2023		
2.	MEETING PROTOCOL	
2.3	Action: R. Hawkes to update J. Seal's details in the Register of Interests.	R.Hawkes by nxt mtg 20/3
3.	MATTERS ARISING	
	Action: A. Leitch to discuss with other Principals how they monitor threatening emails and also ask advice from the school's Ministry of Education advisor.	A.Leitch by nxt mtg 20/3
7.	STRATEGIC DECISIONS AND DISCUSSIONS	
7.9	Action: A. Leitch to make adjustments to the Caretaker / Cleaning proposal to allow for an assistant or temporary caretaker in the budget costs.	A.Leitch by 23/2
8.	MONITORING	
8.2	Action: A. Leitch to email the final 2024 Budget to board members for approval by 23 February 2024.	A.Leitch by 23/2
8.4	Action: A. Leitch to ascertain if the school pays a contractor to collect rubbish and/or uses the Auckland Council service.	A.Leitch by 23/2



Signed:.....
Kathryn Bexley - PRESIDING MEMBER

20/2/2024
Date:.....