

MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 5 AUGUST 2025 AT 6.30 PM

Meeting Opened at 6.30 pm

1. **Present & Welcome**

Karen Care, Jonathan Cole, Shiree Jamieson, Shona Cassels, Thomas Scheres, Vanessa Macneil

2. **Confirming Agenda**

Confirmed

3. **Declaration of Interest**

Nil

4. **Apologies**

Nil

5. **Minutes of Previous Meeting**

The minutes of the previous meeting were accepted.

Vanessa Macneil/Thomas Scheres

6. **Matters Arising**

6.1 School House Inspection; things to be aware of for future R&M:

- Rotting skirting in the bathroom on the bottom of the bath and around flaking paint and sealing needs to be done around the top of the bath
- Dishwasher replacement as very old and does not fit in the space correctly
- Kitchen cupboards don't close properly
- Internal painting and wallpaper will need to be redone eventually
- All floor coverings will need replacing

7. **Correspondence**

7.1 Nil

8. **Receiving of Reports**

8.1 The July 2025 financial reports, including month end for June and July were approved. It was moved that the BoT Expenses Budget Code 1125 be increased to \$6,000 to cover the end of year function and the School Docs subscription.

Jonathan Cole/Vanessa Macneil

8.2 Karen presented her report for discussion. It was moved that Karen's report be accepted.

Karen Care/Thomas Scheres

It was moved that the Board have approved a teacher only day for Friday, 24 October for staff to attend a 2026 planning retreat. The MoU between the Board and the LSSG was discussed. The Board moved to confirm with the LSSG that they transfer 80% of their funds to the Board of Trustees at the end of the school year and there will be no invoice required as it is classed as a donation.

Karen Care/Thomas Scheres

The Board discussed the annual Board, staff and LSSG meeting. This will be scheduled for some time in November.

9. **Notified Business**

Strategic review

9.1 Nil

Regular Review

9.2 The Science Report was presented for discussion.

9.3 The Board self-review report was deferred to the next meeting.

9.4 The mid-year budget which was emailed out in June, after the meeting with Education Services, was reviewed and signed.

Emergent Review

Nil

Board Process Requirements

9.5 The Board induction process was discussed along with succession planning.

General Business

9.6 The school signage poll results were discussed. There were not enough votes to make a decision so we will obtain quotes to take it back to the community.

9.7 MoU between the Board and the LSSG as per 8.2

9.8 The bike storage shed quotes were presented for discussion. The Board moved to accept the Sea Container Grade A option for bike storage.

Thomas Scheres/Vanessa Macneil

9.9 The Board have moved to remove the school zoning, effective immediately.

Karen Care/Jonathan Cole

10. Professional Development

10.1 Scenario L3 was presented for discussion and self-review.

11. In Committee

At 8.40pm, the Presiding Member moved that the Board moves into committee under Section 48 Local Government Information and Public Meetings Act 1987, to discuss two items.

12. Out of Committee

The Presiding Member moved that the Board confirms the business considered in committee.

13. Meeting Closure

Robust discussions.

The meeting closed at 9.45 pm

Future Meeting Dates 2025 (6.30 pm Starts)

9 September, 28 October, 25 November

Signed.....

Date.....16/9/25.....