

MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 25 FEBRUARY 2025 AT 6.30 PM

Meeting Opened at 6.30 pm

1. **Present & Welcome**

Karen Care, Jonathan Cole, Rodney De Vorms, Michael Petersen, 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. Shona commented on Mark Harbraken Builders receiving the job for the drainage on the pickup shelter when it was to be quoted first. Karen authorised this job as under her delegated authority, she is able to authorise work under \$3,000.

Jonathan Cole/Vanessa Macneil

6. **Matters Arising**

6.1 Vanessa Macneil has rescinded her resignation from the Board. There was no objection to Jon staying on as the Presiding Member until the Board elections in September.

7. **Correspondence**

7.1 Nil.

8. **Receiving of Reports**

8.1 The January 2025 financial report was presented for discussion. It was moved that these reports be accepted.

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

9. **Notified Business**

Strategic review

9.1 The Strategic Plan has been updated again since the last meeting. It was moved to accept the latest version.

Karen Care/Rodney De Vorms

Regular Review

9.2 The Analysis of Variance was presented for discussion. It was moved that the Board have analysed the report.

Karen Care/Jonathan Cole

9.3 Shiree will contact School Docs to enquire about adding our own wording to the policies. Also, is "Dealing with Persistent or Vexatious Complaints/Harrassment in School Policy" somewhere in their policies. All Board members are to log in and view the School Docs information before the end of Term 1.

9.4 ERO Te ara Huarau School Improvement Framework – Partnerships was presented for discussion and self-review.

9.5 The Board moved to opt out of the enrolment scheme as soon as we are able to.

Karen Care/Vanessa Macneil

9.6 Term dates for 2025, 3 February to 17 December 2025 were accepted. Teacher Only Days for 2025 were accepted for 7 February and 27 July also accepted.

Karen Care/Vanessa Macneil

Emergent Review

9.7 The Board moved that the delegations would remain the same until Board elections in September. The 2 September meeting has been changed to 9 September to fit with the election timetable. The Principal Delegation Statement will be presented at the next meeting for signing.

Jonathan Cole/Vanessa Macneil

9.8 It was moved that the school house rent will remain unchanged this year. It will be reviewed again in 2026.

Vanessa Macneil/Jonathan Cole

9.9 The BoT EoY Dinner was reviewed. The Board were happy with how everything went. Possibly next year

the main meal will be served to the children as well so that children will be seated for their meal too.
Recycling and rubbish was an issue and will need to be better organised for next time.

- 9.10 Succession Planning was discussed. All Board members will write a piece for the fortnightly newsletter, encouraging new members to join or put their names forward at election time.

General Business

- 9.11 The Bike Track was discussed. We need to get permanent signage for the entrance. Karen will look at getting a cricut cutting machine. This will also be used to update our old signage around the school. The LSSG is happy to contribute towards the cost of storage sheds for the bike track. Karen is to obtain quotes for sheds/shipping containers.
- 9.12 The 5YA was discussed. Our new property manager is Hohimi Whitewood. He is currently seeking tenders for the outdoor exterior learning space. To date, he has only received one tender. We will not pay any further Waikato School Property Services invoices until we have analysed all work to date.
- 9.13 Appointments committee update as covered in 9.7.

10. Professional Development

- 10.1 Scenario L2 was presented for discussion and self-review.

11. In Committee

At 8.50pm, the Presiding Member moved that the Board moves into committee under Section 48 Local Government Information and Public Meetings Act 1987, to discuss one item.

12. Out of Committee

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

13. Meeting Closure

Thanks everyone.

The meeting closed at 9.15 pm

Future Meeting Dates 2025 (6.30 pm Starts)

25 March, 27 May, 17 June, 5 August, 9 September, 28 October, 25 November

Signed.....

Date..... 26/3/2025.....