

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

Meeting Opened at 6.35 pm

1. **Present & Welcome**

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

In Attendance

Aimee Way, Gypsy Pye

2. **Confirming Agenda**

Confirmed

3. **Declaration of Interest**

Nil

4. **Apologies**

Rodney De Vorms

5. **Minutes of Previous Meeting**

The minutes of the previous meeting were accepted.

Jonathan Cole/Vanessa Macneil

6. **Matters Arising**

6.1 Rodney De Vorms has tendered his resignation from the Board, effective immediately. His financial delegations have been moved to Vanessa Macneil.

7. **Correspondence**

7.1 As distributed.

8. **Receiving of Reports**

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

Karen Care/Jonathan Cole

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

Karen Care/Jonathan Cole

9. **Notified Business**

Strategic review

9.1 The assessment data has been deferred to the next meeting.

Regular Review

9.2 ERO Te ara Huarau School Improvement Framework – Stewardship and Governance was presented for discussion and self-review.

9.3 It was moved that the Board of Trustees authorises the following areas to be delegated to the Principal as per our Policy and Procedures for 2025

- ❖ *Implement the (annual) operational plans and give priority to the School's annual targets.*
- ❖ *Spend the budget expenditure as per the delegated authority set by the Board each year.*
- ❖ *Allocation of salary units*
- ❖ *Manage the banked staffing provisions*
- ❖ *Initial investigations relating to a complaint against a staff member.*
- ❖ *Oversee teacher appraisals and staff professional development.*
- ❖ *Employment of staff – teacher and support.*
- ❖ *Suspension of staff.*
- ❖ *Hire, deploy and terminate relieving and auxiliary staff positions.*
- ❖ *Preserve assets (financial and property).*
- ❖ *Act as Protected Disclosures Officer.*
- ❖ *Authority to stand down and/or suspend students in accordance with Ministry guidelines.*
- ❖ *Appoint, on behalf of the Board, the Privacy Officer and EEO Officer.*
- ❖ *Nominated person to oversee Surrender and Retention of Property and Searches.*

These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the board.

During any prolonged period where the Principal is unable to perform duties, the Board will determine the appropriate delegation of any or all of these delegations. In such an absence the Acting Principal shall sign a copy of the delegation statement.

Jonathan Cole/Vanessa Macneil

Emergent Review

9.4 The Returning Officer for the 2025 Board of Trustee elections has been appointed. It was moved that Shiree Jamieson will undertake this job.

Vanessa Macneil/Thomas Scheres

9.5 The Cyclical Maintenance review was presented for discussion.

General Business

9.6 The Appointments Committee update was presented in the Principal's report.

10. Professional Development

10.1 Scenario R2 was presented for discussion and self-review.

11. In Committee

Nil

12. Out of Committee

Nil

13. Meeting Closure

Thanks to Aimee and Gypsy for coming along to our meeting.

The meeting closed at 7.25 pm

Future Meeting Dates 2025 (6.30 pm Starts)

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

Signed.....

Date..... 27/5/25