

**Minutes of a meeting of the Ladbrooks School Board,  
held at Lincoln Events Centre on 7 December 2022**

**Present:** Sean Wansbrough, Nick Draper (Presiding Member for first part), Bridie McKinnon (Presiding member for second part), Gemma Stapleton, Mary Martin, Chris Genet and Shaun Pont.

**In attendance:** Nicola Hornsey – LSM with Speaking Rights, Minute Taker for meeting.

The meeting commenced at 5.30pm with a karakia.

**Interests Register** – no changes

**Minutes of November 2022 meeting** – unavailable so will be deferred until meeting in February 2023 unless circulated and approved via email earlier.

**Resolution:** *To ratify the between meeting approval for a new telephone system.*

*S Wansbrough/N Draper*

**Carried**

**Correspondence**

**Resolution:** *To receive the inwards correspondence as listed.*

*N Draper as PM*

**Carried**

**Action:** Nick work with principal and file submission in opposition to Plan 79 change citing pressure on schooling infrastructure from proposal plus Tancred Road subdivision proposal as reason for seeking application be declined.

**LSM Report**

Nicola advised that no formal response has been received regarding the recommendation for an early review of the intervention and that a request has been made of MOE for any intervention costs for 2023 to be met by the MOE given school's financial position.

**Resolution:** *To receive the LSM Report*

*N Draper as PM*

**Carried**

**Principal's Report**

The reports were taken as read. The format of providing a narrative style report to each meeting and a Monitoring and Compliance Report once a term was approved and will be reviewed as required.

The principal updated the Board on the school's readiness to reactivate the Covid Response Plan given the increasing number of Covid infections in the school community. At this stage staff absences are manageable.

The intermittent leak in the swimming pool plumbing system was discussed along with the replacement of one of the irrigation water pumps and the recommendation of the plumber to replace the second pump and upgrade the pipework.

**Action:** Principal to obtain quotes for the two options to address the swimming pool pipe leak and to replace the irrigation water pumps and upgrade the pipework so that a decision can be made as to how to fund these works. Shaun Pont to assist the principal.

**Action:** Quotations to be circulated to Board members along with any recommendations for approval for the principal to action.

**Action:** Agenda item for Board to review Delegations Policy at February 2023 meeting.

A recommendation from the auditor that the Staff Utilisation and Banking Staffing Reports be signed off by a board member after being reviewed and signed by the Principal was discussed.

**Resolution:** *To delegate authority to Chris Genet to review and sign the SUE and Banking Staffing Reports on behalf of the Board.*

*N Draper as PM*

**Carried**

### **School Pool Update**

The principal advised that two parents had undertaken the pool management training and were ready to do this work over the summer holidays. The submission of water testing results, which are currently being obtained, will complete the qualification process. Keys are now available for sale. The principal noted that full cost recovery was not possible given the price of the keys, however making the pool available over the summer was a good thing for the school to do for the community.

### **Review of Board/Staff Event**

It was noted that this was a good start to strengthening this relationship. Nick has been invited to give a speech on behalf of the Board at the End of Year event.

**Resolution:** *To receive the Principal's Report.*

*S Wansbrough/G Stapleton*

**Carried**

Nick Draper left the meeting.

Bridie McKinnon assumed the Presiding Member role

### **Finance Report**

**Resolved:** *To receive the financial reports for October 2022.*

*C Genet/S Wansbrough*

**Carried**

### **Draft Budget 2023**

The principal presented the latest version of the 2023 proposed budget showing a projected deficit of \$2 672.00 which was discussed in detail by the Board. Promoting the making of voluntary donations was discussed and the principal advised that any additional income would be applied to teaching resources.

**Resolution:** *To adopt the draft 2023 Budget as a working document, with the final budget to be adopted at the February 2023 meeting.*

*S Wansbrough/M Martin*

**Carried**

Shaun Pont provided a very informative overview of the Board's property management responsibilities including the 5YA process, provisions for Cyclical Maintenance and depreciation, sources of funds and how they should be recognized and accounted for in the school's financial reports.

**Resolution:** *The principal be authorized to establish additional accounts with ASB bank to keep the various funds separate from general operation funds.*

*S Wansbrough/S Pont*

**Carried**

### **Strategic Plan for 2023**

The draft plan that had been prepared following the Board planning session and subsequent discussions was discussed in detail and it was agreed that they key curriculum area for focus for 2023 would be mathematics.

**Action:** Once adopted, the principal will prepare the Annual Plan for the school year and present this at the February 2023 Board meeting.

**Resolved:** *To adopt the updated strategic plan for 2023, noting that it was an interim step in the overall plan to develop a longer-term plan with full staff, student and community consultation that would get underway in 2023.*

*B McKinnon as PM*

**Carried**

### **Property**

Shaun Pont reported that he was awaiting an updated price for the turf project and indicated that work would start later in the new year.

Retentions are still being held for the shed project and are due to be paid out in early 2023. The principal confirmed that these funds had been set aside.

Mary and the principal reported that they had conducted the monthly hazard identification check and would be adding staff wellbeing to the Hazard Register as it was an important component of the health and safety regime.

Shaun Pont recommended that the school engage an external inspection service to provide an independent annual inspection report as part of the Board's risk minimization in this area.

**Resolved:** *To receive the property reports*

*S Pont/M Martin*

**Carried**

### **Kahui Ako**

Mary reported that her first meeting as the Board's representative was scheduled for 8 December 2022.

**Policy Review** – Nil to report

### **Board Planning 2023**

**Action:** Nick and Principal to prepare Annual Board Plan for 2023 using NZSTA Template, feeding in Policy Reviews from Schooldocs and Curriculum Review areas from school and circulate to Board members.

**Action:** Proposed meeting dates for 2023 to be sent out as part of Board Annual Plan by Nick.

Meetings to continue to be held at 5.30pm on a Wednesday.

**Resolution:** *To exclude members of the public in order to protect the privacy of individuals.*

*B McKinnon as PM*

**Carried**

The Board moved into a public excluded session at 7.35 pm.

The Board resumed the open meeting at 7.58 pm

### **Closing**

Bridie thanked the members for their contributions to the meeting and closed the meeting at 7.59pm.