



## **Minutes of Ladbrooks School Board of Trustees**

**Date: Wednesday 18<sup>th</sup> May 2022 at 6.30pm**

**Place: Ladbrooks School**

**Present:** Nick Draper (online), Bridie McKinnon, Shaun Pont (Zoom), Mary Martin, John Woodham, Margaret Dodds (Acting Principal), Carole Clark (ERO), Sandy Dunn (Solution & Services)

**In Attendance:** Nicola Hornsey (LSM), Donna Elliott (Secretary)

**Apologies:** Gemma Stapleton (Teacher Rep), Alison Lepper

John welcomed Carole to the meeting.

**1.3** Declaration of Interests were noted.

### **3.1 Minutes of the previous meeting – 23<sup>rd</sup> March 2022**

The Board reviewed the minutes of the 23<sup>rd</sup> of March 2022 meeting and approved these as a true and correct record of that meeting.

**Moved:** Margaret Dodds

**Second:** Mary Martin

**Carried**

**Ratified Motions:** These were noted and carried.

### **3.2 Matters Arising – Action List**

- Action List was discussed and updated.

### **3.3 Correspondence**

**Inwards:**

- Black Cat Education
- Secret Garden

**Outwards:**

- Hooper & Co – Minutes

Correspondence was accepted and noted

### **4.0 LSM Board Report**

Nicola updated the Board and informed them that the Ministry of Education (MoE) will assess her intervention and determine how long it will stay in place.

## 5.1 Principals Report

- Discussion was held on the roll numbers, currently sitting at 145 after the last ballot. There will be another ballot held in May 2022.
- The Board indicated they would like to hold a get together with staff, Margaret will investigate. They appreciate all the hard work Margaret and the staff have put in.
- Margaret has now sent the 2022 Charter to the MoE.

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Sandy Dunn arrived at 7.25pm

Carole Clark then discussed ERO requirements with the Board. ERO will be reporting back to the Board and the Principal.

Carole left the meeting at 7.50pm

## 5.2 Finance Report

- Sandy presented the finance report to the Board and provided an update on the draft Budget 2022.
- Bridie will organise and send the donations letter for 2022.
- The PALS AGM is next week some of the Board will be in attendance.

The Board reviewed and accepted the Finance report.

**Moved:** Nick Draper

**Second:** Mary Martin Carried

Sandy left the meeting at 8.15pm

## 5.3 Property

- The caretakers shed is now under progress.
- The Outdoor Education Area has been signed off and approved by the MoE under 5YA.
- Margaret will get some quotes for bark in the playground area.

## 5.4 Kahu Ako

- John has requested that Claire provide an update to the Board on "Culture responsibilities for Boards"

## 6.0 Policy Review

- Behaviour Management – This has been adopted by the Board but it taking time to put in place.
- Reporting and Recording Incidents – This policy is comprehensive and is still being reviewed.

## 7.0 Principal Appointment

- Gemma Stapleton as the Staff Representative on the Board will be attending all principal interviews.

## 8.0 School Board Elections

- The Board discussion the timeframe as set by NZSTA and approved following the recommended schedule.

**Motion:** The Board reviewed and accepted the schedule for School Board Elections as provided by NZSTA.

**Moved:** Nick Draper                      **Second:** John Woodham                      Carried

The Board approved the meeting moving out of Public Session and into the Public Excluded session and confirmed that the business discussed in the Public Excluded session remains confidential to the Board.

**Moved:** Nick Draper    **Second:** Mary Martin

Open meeting finished 8.53pm

Next meeting – 22<sup>nd</sup> June 2022, Ladbrooks School

**Signature:** \_\_\_\_\_  
**Presiding Member – Ladbrooks School Board**

**Date:** \_\_\_\_\_