



Minutes of the Te Waotu School Board of Trustees Meeting

Held on the 22 October 2024 at 6.00 pm, in the staffroom at Te Waotu School

Meeting opened 6.00pm with a karakia.

1. Administration

1.1 **Present:** J. Hemingway, J Mardell, C. Graham, J. Pelham, M. Thompson, S. Hamilton, and H. Stegen

1.2 **Apologies:** S. Parker

1.3 **Declaration of interests:** Nil

2. Follow-up

2.1 Confirmation of minutes

Previous meetings minutes accepted as true and correct record with 2 minor adjustments.

Moved: J. Mardell

Second: C Graham

Carried: Unanimously

2.2 Sign Previous minutes

- Presiding member to sign the minutes of the previous meeting following minor adjustments

2.3 Action Tasks from Previous Meeting

- September 2024 meeting item 4.4 - Outstanding creditors have been identified and steps are being taken to recover funds owing to the school. Finance committee has investigated and are implementing a new invoicing/payment management system (Kindo) to manage process going forward. Management will advise the board of outstanding uniform creditors owing to the school at November board meeting.
- Pool gate has been adjusted to reduce the gap at the bottom. The latch has also been repaired.

3. Board Decisions and Processes

3.1 Propose adoption of NZSBA sample policies:

Motion: That the board adopt the NZSBA Protection and Sharing of Intellectual property Policy.

Moved: C Graham

Second: C. Graham

Carried: Unanimously

3.2 The presiding member has confirmed that previous meeting policy updates have been completed.

3.3 Appointment of Permanent Part Time Teacher for 2025

Motion: That the board approve the permanent part time appointment of J. Forket to cover CRT release from term 1, 2025

Moved: C. Graham Second: J. Hemingway

Carried: Unanimously

3.4 Year 7 and 8 Overnight stay

- Principal presented draft 'EOTC approval form' & 'Risk analysis management form' for year 7 and 8 overnight stay (Yeti Lodge) for feedback
- Board noted the existing workstream to implement a revised health & safety management plan/system is on-going
- Board engaged in robust discussion regarding management of identified & additional risks to be incorporated into planning. Board discussed value of information contained templates & other resources available on eonz.org.nz website – including resources specific to activities planned for proposed trip.

Motion: That the Finance rep will revise EOTC documentation for year 7 and 8 overnight stay by 1 November to incorporate relevant eonz.org.nz risk management information, then work with management on revised documentation. Revised EOTC documentation to be presented to board for approval at November board meeting.

Moved: J. Pelham Second: J. Mardell

Carried: Unanimously

3.5 Teacher Appointment Panel

Motion: The board approve formation of a subcommittee to appoint a full-time teacher for 2025. Sub-committee made up of M. Thompson, S. Hamilton, J. Mardell and J. Hemingway

Moved: S. Hamilton Second: C. Graham

Carried: Unanimously

4. Monitoring

4.1 Ongoing summary of progress to date in relation to annual plan - Principals Report

Principal presented the principals report.

Motion: That the Principals report be approved.

Moved: C. Graham Second: J. Pelham

Carried: Unanimously

4.2 Chair Report

- Getting the best out of our board to be discussed at the next board meeting.
- Propose to publish board meeting minutes on school website from November 2024 meeting

Motion: That the board approves board meeting minutes be published on school website once approved from November 2024

Moved: J. Hemingway Second: S. Hamilton

Carried: Unanimously

4.3 Finance Report

The finance rep presented the Finance report.

- Finance rep confirmed the following reports have been sighted & approved for August and September 2024: Payments list & supporting invoices, receipts list & supporting invoices, creditors batch payment list & supporting invoices, reconciliation of payments/receipts/creditors lists to cash movements in bank statement, journals as shown in management report
- Kindo to be implemented in 2025.

Motion: That the Finance report & September Management report be accepted.

Moved: C. Graham Second: S. Hamilton

Carried: Unanimously

4.4 Property

- See Principal's report
- 5YA update: Room 3 – waiting on final quote. Principal working through asbestos management plan with MOE property adviser.
- Cyclical maintenance plan: waiting on painting quote.

4.5 Health and Safety

- Health and safety management plan update – to discuss at the next meeting.

5. Strategic Discussions

5.1 Unteach racism module 2

6. Identify Agenda Items for Next Meeting

Finance: Stocktake phase 2

Enrolment zone places

Student progress and achievements

Property: Approve cyclical maintenance plan

HR: Inclusion and wellbeing: Check-in/staff survey results

HSE

7. Administration

7.1 Correspondence:

- **IN:** Nil
- **OUT:** Nil

8. In Committee

Meeting moved into committee at 7.07 pm.

9. Meeting Closure

9.1 Preparation for next meeting

- Next meeting 25 November 2024
- Meeting closed at 7:19pm

Volunteer Hours for 2024

	Dec 2023	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
Janice	0	0	3	3	0	2	2	4	5	3	6	
Sandra	0	0	3	3	2	6	2	3	3	3	5	
Jess	10	10	15	15	15	15	15	10	10	15	20	
Courtney	5	5	10	10	10	10	10	10	10	10	20	
Steve	0	0	3	3	4	6	3	3	3	5		
James	0	0	3	6	4	2	3	5	5	12	20	