LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 13 February 2023

Present: Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson, Matt Hunt, Vito Lo Iacono, Amanda Luxford
Apologies: Nil
Meeting: Opened at 7.10pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. <u>Administration</u>				
Welcome	Melanie opened the meeting with her mihi and showed a video regarding the 3 different types of pepeha.			
1.1 Elect Board Chair	Kathy called for nominations for Presiding Member. Lloyd was nominated and he accepted. **Vito/Matt. Carried**			
1.2 Declaration of Interest	There were no declarations of interest within this Agenda.			
1.3 Approve Change of Agenda if Necessary	There were no changes to the Agenda.			
1.4 Confirmation of Minutes	The minutes of the meeting held on 5 December 2022 were accepted and signed as a true and correct record.			
1.5 Actions from the Previous Meeting	Matt's action to continue the conversation re connecting with the wider community to stay in place. All other actions completed. Board member visits at morning tea to be rostered. The first one will be on Thursday, 2 March.	Attend morning tea – 11am, Thursday, 2 March	Karl and Vito	2 March
2. <u>Decisions</u>				
2.1 Policy Reviews: Legislation and Admin Policy	Karl has read through the Policy and believes no changes are necessary. All looks ok.			
2.2 Budget to be Approved	Discussion regarding fluctuations in salary support grants and the potential for building costs running over budget. Total income is slightly less than in 2022, but we have reserves in the bank. **<u>Motion</u>: "I move that the 2023 Budget be accepted"** **Karl/Julia. Carried.**			

2.3 2023 Annual Plan to be Approved	The Strategic Plan was updated last year, so only the Annual Plan portion needed approval. The Community Register part needs to be removed and a discussion ensued regarding developing a measure and understanding the community by having more opportunities for engagement. The W.A.T.P. Hui is on Wednesday and staff are trying to not repeat what was discussed last year. The plan is to hold Hui in Week 3 of each term, and parents will be asked to say what they'd like to hear about at the next one. It was agreed it would be good to try to commit to having two Board members attending school community functions. Discussion about building relationships through social engagements and how to go about that, eg, possibly celebrating the new build by having an opening ceremony, a bbq and a bouncy castle on site. Under Grow Cultural Sustainability, update the wording from "Develop LBS framework" to "Learning Through Play continues to develop/evolve"	Update wording. Remove "Community Register …." And replace with 1 – 2 Board members to be present at school community events. Add "Community Engagement" to each Agenda for a quick discussion about upcoming events and make a calendar item. Update wording and send out to the community.	Melanie Melanie Melanie	ASAP ASAP ASAP
2.4 BoT Meeting Date to be Changed	The 23rd of October is Labour Day, so the October meeting will be changed to Tuesday, 24th.	Update calendar.	Melanie	ASAP
3. <u>Discussions</u>				
3.1 2022 Strategic Plan – Āwhinatia: Build Connections	The measure was decided under Decisions. Melanie showed a video from Harvard re Equity and being equitable.			
3.2 End of Year Data	As read. The data for the end of 2022 was very pleasing. It was decided to look at the wording around the Year 2 (Covid group) children to be more clear that they are tracking as expected. The Board summary for the newsletter will state that the 2022 data has been reviewed and is tracking along nicely, and will also remind parents that they are always welcome at Board meetings.	Decide whether to change wording. Write a Board Summary for the newsletter.	Melanie Julia	ASAP ASAP
3.3 Wellbeing	All staff were invited to the Teacher Only Day and one of the activities was the Emotional Culture Deck. The WHO says that wellbeing is "knowing your strengths, how you cope, being productive and giving back to community". Matt spoke about a Growth Tree and the Above/Below Line where staff will look at how they model values to children. That will be worked on at the June Teacher Only Day.	Send any information regarding Growth Trees and Above/Below Lines to Melanie.	All	ASAP

4. <u>Monitoring</u> **4.1 Principal's Report**	As read. Brief discussion about the slightly lower roll to start the year. There will be lower class numbers for 2023, but a teacher for 2024 could potentially be lost unless the roll increases. Discussion about "Summer in the Bay". Matt asked if there could be a teacher activity. Melanie said she will ask staff who is available to be there and at what times. Matt closed the meeting with a whakatauki and said he will do his mihi at the next meeting.	Check staff availability.	Melanie	ASAP

The meeting closed at 8.35pm. Next Meeting: 7.00pm, Monday,

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

<u>Action Points</u>:

BoT Member	Action	Timeframe
Karl & Vito	Attend morning tea – 11am, Thursday, 2 March	2 March
Melanie	Update wording in the Annual Plan. Remove "Community Register …." And replace with "1 – 2 Board members to be present at school community events"..	ASAP
Melanie	Add "Community Engagement" to each Agenda and make a calendar item.	ASAP
Melanie	Update wording and send out to the community.	ASAP
Melanie	Update Board meeting calendar.	ASAP
Melanie	Decide whether to change the wording in the 2022 Year End Data around Year 2 children results and monitoring.	ASAP
Julia	Write a Board Summary for the newsletter	ASAP
All	Send any information regarding Growth Trees and Above/Below Lines to Melanie.	ASAP
Melanie	Check staff availability for the Summer in the Bay event.	ASAP