LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 27 November 2023

Present: Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson, Matt Hunt, Vito Lo Iacono (via Zoom), Amanda Luxford
Apologies: Nil
Meeting: Opened at 7.05pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Vito opened the meeting with a whakatauki.			
1.1 Declaration of Interest	There were no declarations of interest within this agenda.			
1.2 Approve Change of Agenda if Necessary	There were no changes to the Agenda.			
1.3 Confirmation of Minutes	The minutes of the meeting held on 24 October 2023 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	Completed.			
2. Decisions				
2.1 Policy Reviews – Health Education	Karl said the Policy is very generic and no changes are required.			
3. Discussions				
3.1 2022 – 2024 Strategic Plan Amendments	Melanie had made some changes due to the different cycle, adding in pieces as directed by the Ministry. Discussion followed about working with whānau and how this would work, but it's basically a continuation of what has been happening. Christine Cowan is going to make a Facebook page for Whānau Māori to create a platform for communication and ideas for how to move forward. Lloyd asked if it was ok to reach out to Christine to join the group. There were no objections.			

3.2 Ahu Development	The Board had a look through the Ahu development. It was agreed that the official opening would happen in 2024. Melanie suggested linking it with the Mihi Whakatau in Week 4. Discussion regarding blessing the building and how to organise that.	Contact Peter Jackson to ask him to do a blessing or ask for another contact to do so. Put a request in the newsletter to ask if there's a school family member who can do a blessing for us.	Vito Melanie	ASAP ASAP
3.3 Wellbeing	Melanie said she was stunned by how spoiled she was on Principal Appreciation Day. She thoroughly enjoyed the day and getting some time to spend with the children. She reported that staff are all tired, but getting on with the job. Matt said he felt the continued focus and emphasis on wellbeing has been really good.			
3.4 Staff Survey	The Board has continued to review the survey results from earlier this year and feels that the school is in a good place and the kura has implemented some changes and has decided to close this.			
3.5 Draft Budget	Discussion about the budget. It was noted that a few items had the amount for 2024 reduced, but Melanie said all figures had been taken from the expenses in 2023. Karl questioned the TELA Leases as they appeared on 2 lines in the budget. It has already been sent to the Accountants.	Talk to Mubina at ESL to question the 2 TELA Lease lines and report back to the Board. Once circulated, approval can be made by email.	Melanie	ASAP
3.6 Risk Register	Melanie had added some Health & Safety information since the last meeting. There was a lengthy discussion regarding the Freyberg Street closure as families feel that the school endorsed it. The Board was supportive of a trial if the agreed upon work to be done on Queens Drive was addressed in the interest of safety for students and staff, and agreed to review with the Council once the trial period ended. Families should be encouraged to send their comments to the Council as they had asked to receive community feedback. Melanie said there's another meeting with the Council on Monday, so she will report to the Board after that.	Email all re next steps and add to the Agenda at the start of 2024. Write a letter to the Council regarding the crossing and the traffic pushed onto Queens Drive. Request in the newsletter for feedback about the trial to go directly to the Council.	Melanie Karl Melanie	ASAP ASAP ASAP
3.7 Topic of Interest – Health, Safety & Wellbeing	Lloyd reported that he and Melanie had done the NZSTA Course on Health, Safety and Wellbeing. He said it was a good reminder to stay on top of our PCBU responsibilities, but he thought we had things covered quite well. John is our Building Compliance Officer and has a tick sheet that is signed off each month through the Argest website. Jo Graham is our Health & Safety Officer. There is a Hazard Register that staff can fill out for John to be aware of dangers.	Add an assurance under Health & Safety in the Principal's Report for each meeting to state that compliance checks have been undertaken.	Melanie	February

3.8 Unit Holders' Reviews	Read only. The unit reviews for Radio, ICT, Innovation, Electives, Wellbeing, Enviro and Cultural Diversity had been read by all. Karl asked for the teachers to be thanked, on behalf of the Board, for the huge amount of work undertaken to produce these unit reviews.			
3.9 Christmas Function	There is still planning work to be done, but the end of year function will be held at school with everyone producing resin boards or coasters, followed by dinner.			
3.10 2024 Staffing	Melanie had sent the information to Lloyd regarding the employment process. There had been fewer applications than usual, but experienced teachers had been requested. Everyone was satisfied with the outcome.			
3.11 Comparison Data	Melanie shared current data, since the start of Learning Through Play, with data from 2018. The 2023 data is still in draft form, so not entirely factual at this stage, as it needs a little more work. However, results were promising with a slight trend upwards across Reading, Writing and Maths. It appears Covid hasn't had too much of an impact on our children.			
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. Melanie shared a lovely letter from a very grateful parent whose child is about to leave the school after 6 years, thanking everyone for all they have done.			

Julia closed the meeting with a whakatauki at 9.00pm. Next Meeting: 7.00pm, Monday, 12 February 2024.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Vito	*Ahu Development:* Contact Peter Jackson to ask him to do a blessing or ask for another contact to do so.	ASAP
Melanie	*Ahu Development:* Put a request in the newsletter to ask if there's a school family member who can do a blessing for us.	ASAP
Melanie	*Draft Budget:* Talk to Mubina at ESL to question the 2 TELA Lease lines and report back to the Board. Once circulated, approval can be made by email.	ASAP
Melanie	*Risk Register:* Email all re next steps and add to the Agenda at the start of 2024.	ASAP
Karl	*Risk Register:* Write a letter to the Council regarding the crossing and the traffic pushed onto Queens Drive.	ASAP
Melanie	*Risk Register:* Request in the newsletter for feedback about the trial to go directly to the Council.	ASAP
Melanie	*Topic of Interest – Health, Safety & Wellbeing:* Add an assurance under Health & Safety in the Principal's Report for each meeting to state that compliance checks have been undertaken.	February