LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 24 October 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 7.00pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Melanie 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 a couple of changes to the Agenda. The 3.7 title has been changed to Health, Safety & Wellbeing. Also, Christmas Party has been added at 3.9.			
1.3 Confirmation of Minutes	The minutes of the meeting held on 4 September 2023 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	All completed.			
2. Decisions				
2.1 Policy Reviews – Curriculum and Student Achievement	Lloyd read the Policy out. No feedback was given and no changes were required.			
2.2 Miramar Christian School MoE Consultation document	All agreed that the decision to move Miramar Christian School to Johnsonville was noted and there were no comments from the Board.	Reply to say the letter was tabled at the Board meeting and wish them all the best, but we have no comment.	Melanie	ASAP
3. Discussions				
3.1 2023 Strategic Plan – Getting to know our whānau – K6 Akoranga 1 – The importance of data and Māori Data Sovereignty – YouTube	Everyone should watch the video via the link when they can. Melanie spoke about the use of data for hui, etc, and the need to ask for permission before using data to share or whether it needs to stay within the meeting it was shared at.			

3.2 Staggered Mid Term Elections	Information is in the link on the Agenda. Melanie has spoken to Principals who have done both types of Election, and comments were even for and against. Some said it's like going back to the beginning every 18 months. Everyone agreed our Elections should stay at 3-yearly.			
3.3 Wellbeing	Melanie shared the information/outcome of using the Emotional Cultural Deck earlier in the year and will also share it with staff. Another exercise was done at Teacher Only Day today using the black and white cards to get to the 'top' positive and negative feelings we do or don't ever want people to feel when they come to work, and what can be done to nurture or avoid/fix these feelings.			
3.4 Ahu Development	There is still no definite date for moving the new entrants back into the refurbished block. Matt called Frank from the meeting and he said that they were looking at 6 November for the inside and 20 November for the outside, but he would try to tighten the date up to give more accuracy. Melanie asked about there only being 1 fire exit as the others are towards the unbuilt new deck. Frank said that'll all come down to the CPU (Certificate of Public Use) and whether it can be amended for 50 people to be in the space from 4 November, even without the Compliance Certificate. The cleaners will have to go through before anything is moved back in. Frank said he will contact Ruth from Re-Design tomorrow.			
3.5 Staff Survey	Postponed until the next meeting.			
3.6 Pasifika Maths Review	Melanie said a review had been done to see what else could be put in place for the target children. However, it turned out that progress has been made, so the children will continue to be monitored for the next 12 months.			
3.7 Topic of Interest – Health, Safety & Wellbeing	Melanie and Lloyd attended the online NZSTA workshop covering an overview of framework. Board's responsibilities, etc, need to be understood. Lloyd was surprised that other schools/Boards didn't use a Risk Register, check on staff wellbeing in their meetings or ever put on food as it brings everyone together. Melanie said a lot of the conversations were about operational, rather than Board matters.	Share the information with all and add to the next Agenda.	Lloyd/Melanie	Next meeting
3.8 Principal Professional Coaching and Wellbeing Support	As read. **<u>Motion</u>: "I move that the Board approves rolling the funding over until next year". Lloyd/Matt** **Carried**			

3.9 Christmas Function	Discussion about what was done on previous years and ideas for this year. December 1st was a possible date or late on a Sunday afternoon. Matt suggested the Bowling Club and bringing in food, but it would be a shared space with members. Plan B could be a pool party at the school, including families.	Look into hiring the Bowling Club and report back to the Board via email.	Matt	ASAP
4. <u>Monitoring</u> **4.1 Principal's Report**	As read.			

The meeting closed at 8.05pm. Next Meeting: 7.00pm, Monday, 27 November.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

<u>Action Points</u>:

BoT Member	Action	Timeframe
Melanie	Reply to say the letter was tabled at the Board meeting and wish them all the best, but we have no comment on the issue.	ASAP
Lloyd/Melanie	Share the information with all and add to the next Agenda.	27 November
Matt	Look into hiring the Bowling Club and report back to the Board via email.	ASAP