LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 4 September 2023

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

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Matt 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 31 July 2023 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	Completed.			
2. Decisions				
2.1 Policy Review: Teacher Aide Employment Procedure	Karl reviewed the Teacher Aide Employment Procedure. The policy was written by a lawyer several years ago, but is still current and no changes are necessary.			
2.2 Out of Zone Ballot	**Motion: "I move that the Board opens the Out of Zone Ballot for 20 places for 2024." Lloyd/Karl. Carried.**	Advertise in newsletter and The Post – the deadline for applications will be 20 October.	Melanie/Kathy	ASAP
3. Discussions				
3.1 2022 Strategic Plan Community Engagement	List of events that the Board are welcome to attend. It would be nice if members could come to the KidsOnLine Cyber Safety Evening on 17 October and help to promote it. Learning Conversations are in the last week of term and Athletics Day will be at Newtown Park on 13 October, early in term 4.	Attend events and help to promote them where possible.	All	As necessary
Getting to know our whānau – Te Āti Awa	Melanie presented a summary of the journey of the Te Āti Awa iwi. Matt congratulated Melanie on putting together a good representation of the iwi.			

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3.2 New Legislation	Melanie presented a synopsis of the new Education (School Planning and Reporting) Regulations 2023. The Charter is now called a Strategic Plan and has to be effective from 1 January 2024 and then from 1 January 2026. After that, Boards must prepare a strategic plan to be effective from 1 January of every year following a Board Election. Discussion regarding possible modifications, but the expectation is for the plan to be cyclical with elections. Could look at 18-month elections, but unsure of the amount of admin/expense that would create.	Talk to other schools who do 18-month elections and how well they work/how much admin is involved and report back to the Board.	Melanie	ASAP
3.3 Wellbeing	Staff have been working with an Emotional Culture Deck. There have been two entries onto the mentimetre around "what would help you to feel appreciated?" in the staffroom and the ideas will be voted on. Julia and Lloyd will attend 'The Board's Role in Health, Safety and Wellbeing' Zoom workshop. Discussion regarding the policies in place, whether guidelines are followed and who is responsible for any complaints.			
3.4 Code of Conduct Update	Leave as is. **<u>Motion</u>: "I move that the Board adopts the new code with no adaptations." Julia/Matt. Carried.**			
3.5 Risk Register	Pandemic has been lowered from 8 to 7. Matt wondered if appropriate safety/plans should be added regarding construction work at the school.	Add construction safety to Risk Register.	Melanie	ASAP
3.6 Local Curriculum	Melanie shared a document covering aspects in the curriculum through Learning Through Play. Everyone agreed it was an amazing document and should be on the website for parents and potential parents to see.	Add to the newsletter and the website.	Melanie/Janine	ASAP
3.7 Topic of Interest – Employment	This was a pilot run, which came about from a discussion in a previous meeting about staying up to date as a Board. Julia found an article concerning an entire Board quitting. This raised many questions and there was a discussion regarding employment procedures, police vetting and reference checks and processes being documented. It was agreed that the Topic of Interest could be an Agenda item once every 3 months or so.	Develop an Employment Checklist to be signed off by one of the Senior Leadership Team and then sent to the Board Presiding Member, then kept with all reference notes. Check if anyone has a Topic of Interest to be added before doing each meeting Agenda.	Melanie Melanie	ASAP Prior to each meeting

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4. Monitoring **4.1 Principal's Report**	As read. No questions. Julia commented that many teachers had thanked her personally for the morning tea she and Vito provided for staff. It was much appreciated by all.			

The meeting closed at 8.20pm with a whakatauki by Karl. Next Meeting: 7.00pm, Tuesday, 24 October.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Melanie/Kathy	Advertise ballot places in newsletter and The Post – the deadline for applications will be 20 October.	ASAP
All	Community Engagement - Attend events and help to promote them where possible.	As necessary
Melanie	Talk to other schools who do 18-month elections and how well they work/how much admin is involved and report back to the Board.	ASAP
Melanie	Add construction safety to Risk Register.	ASAP
Melanie/Janine	Add the Learning Through Play document to the newsletter and the website.	ASAP
Melanie	Develop an Employment Checklist to be signed off by one of the Senior Leadership Team and then sent to the Board Presiding Member, then kept with all reference notes.	ASAP
Melanie	Check if anyone has a Topic of Interest to be added before doing each meeting Agenda.	Prior to each meeting