LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 2 December 2024

Present: Melanie Dean (Principal), Lloyd Percival (Presiding Member), Karl Emson, Vito Lo Iacono, Matt Hunt, Johnson Witehira, Amanda Luxford
Apologies: Julia Blackburn (Vice Presiding Member)
Meeting: Opened at 7.00pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. <u>Administration</u>				
Welcome	Amanda opened the meeting with a whakatauki. Lloyd welcomed Johnson, who has signed the Eligibility Declaration to be co-opted to the Board, in place of Michelle Duff, who has resigned.			
1.1 Declaration of Interest	The only declaration of interest within this agenda was Matt abstaining from the discussion/vote regarding 2.5 LBASC Hall Hire Request because his sister is on the Committee. There is no financial conflict of interest.			
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 4 November 2024 were accepted as a true and correct record. **Karl/Matt. Carried.**			
1.4 Actions from Previous Meeting	All completed or rolled over.			
2. <u>Decisions</u>				
2.1 Policy Reviews: Financial Conflicts of Interest	Karl ran through the Financial Conflict of Interest Policy. We've never had a conflict of interest scenario arise, so this has never been formally written up. Creating an Interests register would be a good idea.	Write up a spreadsheet of BOT financials.	Melanie	ASAP
Asset Management and Protection	Karl said this should be delegated to the Principal and it has been.			

2.2 2025 Budget Draft	Karl said he couldn't see anything unusual as it's very similar to last year's budget. Melanie said that Education Services Ltd (ESL) are happy with the budget. A deficit of $15,000 has been budgeted for. Discussion regarding overspends and actuals being taken across. Melanie explained that some areas have been increased, so other areas have been decreased to allow for that. **<u>Motion</u>: "I move that the Board accepts the 2025 Draft Budget" Karl/Lloyd. Carried.**	Contact IR Group to organise lighting quotes.	Melanie	ASAP
2.3 LED Lighting Proposal	Melanie had shared the information after meeting with Benji from DES. Karl said the proposal made sense to him, but asked if this would be of benefit to the school, given that if heat/light and power is overspent, the Government covers that. It may be environmentally beneficial, but possibly not financially. Matt felt that the project should be procured properly through the 5YA. Karl agreed that it should be Ministry funded if it's an identified need and suggested getting a few different quotes organised.			
2.4 Request to Roll Over Wellbeing Money to 2025	Karl said he was happy with Melanie's request to roll over the $1,386 left in the Principal Wellbeing Fund from 2024 to 2025, but not for it to be offset against other PLD, as it is intended for wellbeing purposes only. **<u>Motion</u>: "I move that the Board agree to roll over the remaining Principal Wellbeing Fund to 2025." Karl/Amanda. Carried.**			
2.5 LBASC Request to Suspend Hall Rent	Melanie reported that she's had conversations with a parent on the LBASC Committee regarding ideas to increase their roll as the service may have to close due to a lack of income from falling attendance. A letter has been received from Raqi Syed, Acting Chair of the Committee, asking the Board to consider waiving their Term 4 hall hire fees, to allow them some time to recover their income via increasing their fees and holding some fundraisers. The service is beneficial to school families and the Board requested a copy of the ASC business plan to see how they will operate moving forward. **<u>Motion</u>: "I move that the Board agree to a one-off waiver of Term 4 hall hire fees to assist with LBASC making a sustained effort to become financially stable again". Karl/Lloyd. 6 For / 1 Abstained.**	Write a letter to LBASC to advise the Board is happy to waive the Term 4 hall hire fees, upon receipt of the business plan to become financially viable again.	Melanie	ASAP

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3. <u>Discussions</u>				
3.1 2024 Annual Plan Review	Melanie felt that a good job had been done this year. It was agreed that a lot of work had been put in. There was still a lot in progress, some of which will be rolled over, but the learnings were helpful to sharpen our focus for 2025.			
3.2 Wellbeing	The Ministry's trauma team had visited Melanie to assist with how to deal with Jyoti's passing at school. The school needed to stay open with relievers to allow as many staff as possible to attend Jyoti's funeral. Four staff went to the recent Hīkoi. Amanda has organised the end of year staff dinner for Friday the 13th of December. It was agreed that a start of year and end of year BBQ in 2025 would be a good idea. Songs on the Turf and the classroom transition hui will be held on Wednesday, 18 December.			
3.3 Newsletter Roster	Matt had done this in September and Lloyd will do a December piece.	Write a summary of the Board meeting for the next newsletter.	Lloyd	16 December
3.4 Risk Schedule	Not included in pack.	If anyone notices something missing, let Melanie know.	All	ASAP
3.5 Unit Holder Reviews	As read. Karl commented that some truly outstanding things had been happening, especially with the innovation units. Units align with the strategic plan – permanent units roll over, but fixed term units have a report written for the Board.	Acknowledge the teachers' work put in to the units on behalf of the Board.	Melanie	ASAP
3.6 Topic of Interest	Rollover to next meeting.			
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. Matt asked about the start roll for 2025, but families move in to or away from the area, so it's difficult to know exactly what the roll will be until school starts. We only have 4 5 year olds enrolled to start on the first day at this stage. There was a brief discussion about Jules' accident on the courts and how well the children handled the situation, and an accidental incident with a cricket bat, resulting in a child receiving 4 stitches to their forehead.			

	Discussion regarding attendance and how the Ministry monitors this. Discussion regarding the financial report and who approves spending over budget. If a budget line is going to go over by a substantial amount, it should come through the Board for approval. Melanie explained that staffing is often what goes over, but the school can spend up to $2,500 without needing to ask the Board for approval. Karl was concerned about the Banking Staffing underuse, but this can be used until pay period 6 in 2025. Included in the discussion were points regarding Items of Significance and when the budget runs to. Our accountants say that the report doesn't need to be included in the meetings for all trustees as the Principal will usually meet with whoever is the finance trustee to discuss things more in-depth, and this can just be noted at meetings. **<u>Motion</u>: "I move that the Board ratifies the October Financial Report." Lloyd/Karl. Carried.** Brief discussion regarding responses to the survey Melanie had sent out to the community, which were mainly positive.			
5. <u>Formal Meeting Closure</u> **5.1 Review of Actions** **5.2 Evaluation of Meeting**	Vito said that if something is not done well during the meeting it needs to be reviewed. Melanie suggested taking a few minutes in each meeting to work more in-depth on each item, reflecting every second meeting on how we are doing, or charging one person with giving their view at the end of each meeting. Lloyd closed the meeting with a whakatauki.			

The meeting closed at 8.30pm. Next Meeting: 7.00pm, Monday, 17 February 2025.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Melanie	***Topic: Policy Reviews – Financial Conflicts of Interest -*** Write up a spreadsheet of BOT financials.	asap
Melanie	***Topic: LED Lighting Proposal -*** Contact IR Group to organise lighting quotes.	ASAP
Melanie	***Topic: LBASC Request to Suspend Hall Rent -*** Write a letter to LBASC to advise the Board is happy to waive the Term 4 hall hire fees, upon receipt of the business plan to become financially viable again.	ASAP
Lloyd	***Topic: Newsletter Roster -*** Write a summary of the Board meeting for the next newsletter.	16 December
All	***Topic: Risk Schedule –*** If anyone notices something missing, let Melanie know.	ASAP
Melanie	***Topic: Unit Holder Reviews -*** Acknowledge the teachers' work put in to the units on behalf of the Board.	ASAP