LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 19 February 2024

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 7.00pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. <u>Administration</u>				
Welcome	Melanie opened the meeting with a whakatauki.			
Elect Presiding Member	Kathy called for nominations for Presiding Member. Matt nominated Lloyd. Lloyd accepted and was duly elected. **Matt/Julia. Carried.**			
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 27 November 2023 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	*Ahu Development:* Vito said Peter Jackson is away for a couple of months, so he hasn't spoken to him about doing a blessing. Matt asked if there would be an official "opening" of the Ahu building. Melanie is waiting to hear from Johnson Witehira, who is currently overseas, and is hoping it can be part of the Mihi Whakatau, potentially in Week 5. *Risk Register:* Karl didn't write to Wellington City Council as a speed bump to slow traffic was installed at the Queens Drive crossing at the end of the year.	Invite the Board to the Mihi Whakatau once a date and time is finalised.	Melanie	ASAP
2. <u>Decisions</u>				
2.1 Policy Reviews: Governance and Management	As read. Karl said the Policy needs no changes or updates.	Update the Governance & Management Policy Trustee Register and add the new school logo.	Melanie	ASAP
2.2 Annual and Strategic Plan (final approval)	At the last Board meeting, there was a discussion regarding highlighted wording tweaks in the Annual Plan. Melanie has updated the document and final approval was given by the Board. **Julia/Lloyd. Carried.**			

2.3 Budget 2024 (approved by email 2023)	Read only. The budget was approved by email at the end of last year.			
3. <u>Discussions</u>				
3.1 ERO Update and Notes SIF, Summary Guide	Melanie and Lloyd had attended two separate hui. ERO visits are no longer 3 intense days, but visits are spread over a year. ERO staff may come to staff, leadership and Board meetings. They will ensure the school is following processes and will provide reporting including a summary from a previous report, a summary of learner success and wellbeing and actions for the next cycle.			
3.2 2023 End of Year Data	Melanie ran through the End of Year data for 2023. The data shows we are trending in the right direction. The Maths data is promising and there has been some positive movement for some of our target learners. Junior teachers have started BSLA structured literacy, which Amanda is facilitating. It is a lot of work for teachers, but will support the children more with their literacy. We have chosen the programme with the highest workload, but the best outcome. Kate Millner is studying which programmes are most useful in aiding the children.			
3.3 Wellbeing	The Board agreed they preferred the new graphs Melanie had used as they were much easier to read. On Teacher Only Day the staff worked on a Wellbeing Deck and then went on a Scavenger Hunt around the waterfront to build relationships. Hunt outcomes and lunch was shared. Dinner was provided between the two Hui sessions and leftover sausages were used to provide lunch for all staff last Friday. Junior teachers are working through the BSLA assessment phase. We will host an information afternoon in Week 6 at 3.10pm and a University facilitator will do the presentation. Julia commented that she thought the Board/staff Christmas function had been a resounding success. All agreed. The Board decided to host another Board/staff function with "Sausages at the Pool" on Wednesday, 6 March, at 5.00pm for approximately 35 people.	Provide steak Provide patties & eggs Provide dessert	Matt Melanie/Amanda Julia	6 March

3.4 Risk Register	Melanie had updated the Risk Register under Health, Safety and Wellbeing.			
3.5 Audit Report	The audit was approved by the Board. The relationship between the school and FoLBS (Friends of the School) was questioned as to whether FoLBS is a controlled entity. It is not, as they run completely separately to the school, and are a registered charity. Our Accountants, Education Services Ltd, are talking with the Auditors to clarify this.			
3.6 Topic of Interest	No topics for this meeting.			
3.7 Letter from Member of the Freyberg St Road Trial Committee	A letter was received from a member of the Road Trial Committee thanking the Board for their support and asking if it would be useful to hear from the group. Melanie said she is waiting on the Council initiating a conversation and providing feedback, but otherwise the trial is not even on the Board's agenda. Karl said he feels it is very important that the local community understands that the school did not initiate the trial and that it was led purely by Wellington City Council.	Write a response to the letter's author.	Lloyd	ASAP
4. <u>Monitoring</u>				
4.1 Principal's Report	As read.			
	Matt asked about the dropping roll. It's common amongst schools currently in the Eastern Suburbs. Vito suggested it may be worthwhile to promote the school through advertising.	Consider emailing Kindergarten/local ECCs to advertise/invite prospective parents to the "Turning 5 Party", which may increase interest.	Amanda	ASAP
	Melanie met with a Ministry employee regarding the 10YPP. Roofing had been missed off the plan, so we will try to get more funding to assist with the enormous cost of re-roofing the senior school block. Matt said it needs to be done sooner, rather than later, as costs will just keep increasing.	Follow up with Frank from IR Group. Write a piece for the next newsletter.	Melanie Melanie	ASAP 20 February
	The Board congratulated staff as very complimentary feedback had been received from parents about the communications at the start of the year.			
	Melanie is trying to encourage new cultural member to be co-opted on to the Board and is in discussions with a couple of people, which will continue when they return to NZ.			

	Julia mentioned the October Board meeting has been changed from 28 October to 4 November. She will be absent from the March meeting. Matt closed the meeting with a whakatauki.			

The meeting closed at 8.20pm. Next Meeting: 7.00pm, Monday, 18 March.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Melanie	*Ahu 'Opening':* Invite the Board to the Mihi Whakatau once a date and time is finalised.	ASAP
Melanie	*Policy Reviews:* Update the Governance & Management Policy Trustee Register and add the new school logo.	ASAP
Matt **Melanie/Amanda** **Julia**	*Wellbeing:* Provide steak Provide patties & eggs Provide dessert For the Board/staff function "Sausies at the Pool"	 6 March
Lloyd	*Letter from Road Trial Committee:* Write a response to the letter's author.	ASAP
Amanda	*Principal's Report – Dropping Roll:* Consider emailing Kindergarten/local ECCs to advertise/invite prospective parents to the "Turning 5 Party", which may increase interest.	ASAP
Melanie	*Principal's Report – 5YA:* Follow up with Frank from IR Group.	ASAP
Melanie	*Principal's Report – Newsletter:* Write a piece for the next newsletter on behalf of the Board.	20 February