LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 17 June 2024

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

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Amanda 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 13 May 2024 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	Brief discussion regarding letters from the community around the Low Traffic Trial. Nobody has heard from the Council lately regarding this and no more letters have been received.			
2. Decisions				
2.1 Policy Reviews: Appointment Procedure & Safety Checking	Karl said the Policy makes sense and doesn't need any changes. All agreed. Julia asked where Vetting checks are kept. Melanie said they are kept in her calendar so she knows when the next check is due, and there is wording in staff contracts that reminds them when their next check is due.			
3. Discussions				
3.1 Risk Schedule	Melanie had made a few small changes to the Risk Register. Pandemic has gone down, along with Built Environment now that the building work has finished. Staff has moved up one due to the current difficulty for getting relievers.			

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3.2 Wellbeing	Discussion about the recent Art Show and how successful it was. Everyone was impressed by the standard of the children's artwork and the way the whole show was put together. As we have two events at the end of this term, we will move the next W.A.T.P. Hui to coincide with Learning Conversations. Upcoming Events for Board members to attend are the Cultural Assembly at 1.30pm on 3 July and the Matariki Beach Sighting at 6.30am on 1 July, followed by Matariki breakfast at school.			
3.3 ERO Self-Improvement Framework	The Board had scored themselves on the framework for Stewardship and Governance and were going to work through each topic at meetings. Discussion regarding Board Membership and Collaboration showed that the Board had created a lot of opportunities to work with the school community. <u>Represent</u> * Board thinks of the wider community, not just their own children. * Co-Opt Board Member * Strategic Review - Staff engagement - Community Communications * Board listens to staff (Mana Whenua) * Transparency - Newsletter summaries - Minutes published on website * Seeking more * Board Badges * Board attends school events and are visible * Ensuring accountability for achievement, attendance, budget, etc. <u>Work With</u> * Open session for Strategic Aims * Friends (FoLBS) * Dads' Club (opportunity)	Learner Safety, Wellbeing & Confidence to be discussed at the next meeting.	Vito	5 August
3.4 Local Curriculum 2023 Coverage, 2024 Coverage	The local curriculum was shared a couple of years ago, but has been updated since then. Whakatauki have been added to values.	Have a read of the 2023 Audit Completion Report and ask any relevant questions.	All	ASAP
3.5 Audited Financial Statements	Melanie ran through the risks that had been notified by the recent Audit Completion Report. - The Principal Wellbeing budget regarding Conference in Canada was questioned as original wording had been incorrect. Checks will be made during 2024 to ensure it's being spent correctly.			

	- Part-time teacher additional hours were brought up, but they are paid additional hours for their teaching role, so it's not capped by the day relief payment. - The 5YA was signed off, but the cyclical maintenance part had not been done. - The Fixed Asset Register has now been updated. - Credit Card invoices – there were a couple missing that have been found and amended. - FoLBS – whether they are a controlled entity, which they aren't.			
3.6 Unit Holders	As read. The Board was impressed by the amount of effort teachers have made for their units. A thank you morning tea was suggested. It was agreed to do this on Wednesday, 24 July, as a 'welcome back to school' morning tea.	Morning Tea	Everyone	24 July
4. <u>Monitoring</u> **4.1 Principal's Report**	As read. Michelle asked what is happening with Reading Recovery. Melanie explained with the Year 1-2 staff retraining in BSLA, it is too much to have both programmes running at the same time. Reading Recovery is only for a few children, whereas BSLA will assist all of the children. Brief discussion regarding recent injuries and Worksafe no longer requiring notification for overnight hospital stays for children as it is not "part of their work". New attendance data reporting from the Ministry and how it compares to our figures was discussed.	Write a Board summary piece for the newsletter.	Amanda	2 July
5. <u>Formal Meeting Closure</u> **Evaluation of Meeting**	Vito ran through his evaluation of the meeting, stating that all Board members had been well prepared, voices were heard, the approval process was clear and well defined. There was effective and systematic leadership and all members were pleased with the outcome of the meeting. Vito closed the meeting with a whakatauki.			

The meeting closed at 8.15pm. Next Meeting: 7.00pm, Monday, 4 August 2024.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Agenda Item	Action	Timeframe
Vito	**ERO Self-Improvement Framework**	Lead the "Learner Safety, Wellbeing & Confidence" discussion at the next meeting.	5 August
All	**Audited Financial Statements**	Have a read of the 2023 Audit Completion Report and ask any relevant questions.	ASAP
All	**Unit Holders**	"Welcome Back to School" Morning Tea – Wednesday, 24 July, for staff.	24 July
Amanda	**Principal's Report**	Write a Board summary piece for the newsletter.	2 July