LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 13 May 2024

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

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Julia 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 18 March 2024 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	Completed.			
1.5 Co-Opt New Board Member	Melanie was pleased to advise that Michelle Duff had agreed to be co-opted onto the Board and asked her to sign the Eligibility Declaration to become a member. **Motion: "I propose that Michelle Duff be co-opted to the Board". Matt/Vito Carried**			
2. Decisions				
2.1 Policy Review: Employer Responsibility	This Policy has very generic wording with no real scope to change, so no alterations are needed.			
3. Discussions				
3.1 uLead Conference Report	Melanie attended the uLead Conference in Banff during the school holidays. She reported that she had a great time and found it very interesting and useful. 189 New Zealand Principals were in attendance! Melanie shared her learnings and a discussion ensued around the topics she had found most useful.			

3.2 Wellbeing	Melanie has been visiting classrooms more and getting out and being seen around the grounds, which is an idea she picked up from one of the lectures in Banff to expand on what she was already doing. Meetings have been moved to fit better with staff, responding to what's happening in the school. A change in break times is being trialled currently. Melanie put out a PML for Learning Conversations so all the teachers can have a say on how they feel they went. Matt asked if there were any "Lead Indicators" or interventions needed for staff. Melanie and Vito will have a think about this, but nothing came to mind during the meeting. The Cross Country was a fabulous success last week.			
3.3 Letter from Community Member re Queens Drive	Letters had been received from concerned neighbours on Queens Drive regarding the end of the Freyberg Street trial, which has impacted traffic on Queens Drive. The trial has been extended until the 17th of May. Discussion. It was agreed that the Board supported the trial starting once the traffic and crossing concerns for Queens Drive were addressed and, as the trial nears completion, the Board of LBS will not be providing feedback on the options presented by the Council, but the concerns of neighbours are appreciated.	Write a letter of response acknowledging receipt of the correspondence and run it by the Board before sending it on to the neighbour.	Lloyd	ASAP
3.4 ERO Self-Improvement Framework – Steward-ship & Governance	The Board worked through the Stewardship & Governance section of the SIF, which will be used as part of the ongoing monitoring of progress and improvement at the school, alongside ERO. There was a discussion regarding each area and Matt felt that this could lead the way into an evaluation of how the meeting went at the end of each Board meeting. Vito has previously made a template for doing exactly this.	Find the evaluation template to study how this can be used at the end of each meeting for self-reflection and improvement. Add to the Agenda. Lead the first Topic of Interest discussion.	Vito Lloyd Karl	Next Meeting Each Meeting 17 June
3.5 Topic of Interest	It was agreed that the Stewardship and Governance section of the SIF could be stretched out and discussed as the Topic of Interest, assigning a different Board member to lead at each meeting.			
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. Everyone agreed the Breakfast Club is fantastic. There are around 30-40 children attending each day, but it is open to everyone. Some food is donated and Melanie has approached Pak n Save for sponsorship/donations. The Friends group has offered to help fund this initiative.	Write a piece on behalf of the Board for the next newsletter.	Julia	Tuesday, 21 May

	Ahu was hired out to a holiday programme for autistic children during the first week of the holidays. All went well and they may be keen to hire the space again in the future. Discussion regarding Target Learners and monitoring groups. Teachers are trying to monitor more children, so it's being done in groups, term-by-term, where children may move on or stay in, depending on how they're tracking along. Children's health, safety and wellbeing was discussed. Most play and lunchtime injuries are cuts and abrasions, with nothing too serious. The attendance data is pleasing. Karl closed the meeting with his Mihi.			

The meeting closed at 8.35pm. Next Meeting: 7.00pm, Monday, 17 June.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Agenda Item	Action	Timeframe
Lloyd	Letter from Community Member re Queens Drive	Write a letter of response acknowledging receipt of the correspondence and run it by the Board before sending it on to the neighbour.	ASAP
Vito	ERO Self Improvement Framework	Find the evaluation template to study how this can be used at the end of each meeting for self-reflection and improvement.	Next Meeting
Lloyd	Topic of Interest	Add to the Agenda.	Each Meeting
Karl	Topic of Interest	Lead the first Topic of Interest discussion.	17 June

Julia	Principal's Report - Newsletter	Write a piece on behalf of the Board for the next newsletter.	21 May