LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 17 February 2025

Present: Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson (from 7.40pm), Vito Lo Iacono, Matt Hunt, Johnson Witehira, Amanda Luxford
Apologies: Nil
Meeting: Opened at 7.00pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Melanie 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, except for holding the Election of the Presiding Member until Karl arrived.			
1.3 Confirmation of Minutes	The minutes of the meeting held on 2 December 2024 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	All completed except for: Policy Reviews – Financial Conflicts of Interest Newsletter Roster	Create a Financial Conflict of Interest Register Make a roster for newsletter summaries	Melanie Melanie	ASAP ASAP
Elect Presiding Member	Lloyd Percival has decided to stay on the Board until the September election, but stood down as Presiding Member. Nominations were called for and Vito nominated Karl, who accepted and was duly elected. **Vito/Johnson. Carried.**			
2. Decisions				
2.1 Policy Reviews: Health, Safety & Welfare Policy;	Lloyd asked if Jo Graham is still the Health & Safety contact. She is, along with Melanie, and they just did a Health & Safety Audit last week. After a brief discussion, it was agreed that only major issues should be reported to the Board, but most issues can be dealt with by John.	Add to the Risk Register – numbers will go up and down as a result of each Health & Safety Audit.	Melanie	ASAP
Safety Management System	Health & Safety performance goals are reviewed once per year by the Health & Safety committee.	Bring planning implementation to the next Board meeting.	Melanie	24 March

2.2 Strategic Plan and Attendance Review	Melanie has added in absenteeism/attendance awareness to the Plan. Attendance information is shared in newsletters. Discussion regarding non-attendance and the reasons for it.			
2.3 Board Calendar	Melanie had made a new calendar from NZSTA and SchoolDocs information, so everything is covered in there up till 2027.			
3. <u>Discussions</u>				
3.1 2024 End of Year Data	Melanie had produced the data in a slightly different way to normal and everyone liked the new format. Discussion regarding different expectations between year groups and target learners and how to accelerate their learning in a suitable manner for each child.			
3.2 Board Role in Refreshed Curriculum	Nobody had attended the meeting re the refreshed curriculum, so Melanie had written a quick synopsis of the information so Board members are aware in case of any questions they may get asked at the Hui on Wednesday. Melanie said the staff are taking things slowly, discussing changes for teachers, ideas for people to share, planning, etc, and sharing at meetings. English and Maths are gazetted for 2025. She explained that the curriculum is very "narrow" with children having to learn at a level they may not be at yet, or may have already passed, so the learning needs to be differentiated to suit the children's needs.			
3.3 Wellbeing	Julia asked about the thinking around opening up the entire playground for all year levels. Melanie had read an article about older children playing games and younger children joining in and learning from each other. So far, the trial is working well. The Year 5 and 6 children are most affected, but they like that they can now come down to use the field during breaks. There has been positive feedback from the community. Melanie said the teachers all seem happy and everyone enjoyed the Circus Hub on Staff Only Day. Everyone is enjoying 'Freedom February' where everyone is encouraged to leave school from 3.30pm if they don't have any meetings to attend.			
3.4 Auditor's Confirmation Report	As read.			

3.5 Principal PGC	Melanie presented some PGC (Professional Growth Cycle) information as a note of interest. Discussion regarding Māori Achievement collaborative, Kura Ahurea, Kahui Ako and aligning all learning with pūrakau expectations. Ché Hancock has been appointed as the Cultural Leader, taking over from Christine Cowan. Ché and Jules May picked up the Kura Ahurea roles in 2025. Matua Henare left, so an online Kapa Haka has taken over the Kapa Haka programme, which can also be accessed online from the classrooms.	Presiding Member to oversee	Karl	Ongoing
4. <u>Monitoring</u> **4.1 Principal's Report**	As read. Melanie reported that the target groups are ready and the carpet refurbishment in the senior school is complete. Matt questioned the budget totals, but Melanie is quite comfortable with the 2025 budget expectations.			
5. <u>Formal Meeting Closure</u>	Matt thanked Lloyd for doing a great job for 6 years as Presiding Member of the Board. Lloyd closed the meeting with a whakatauki.			

The meeting closed at 8.30pm. Next Meeting: 7.00pm, Monday, 24 March.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

<u>Action Points</u>:

BoT Member	Action	Timeframe
Melanie	***Topic: Actions From Previous Meeting –*** Create a Financial Conflict of Interest Register Make a roster for newsletter summaries	ASAP
Melanie	***Topic: Policy Reviews: Health, Safety & Wellbeing -*** Add Health & Safety Audit to the Risk Register. ***Safety Management System -*** Bring planning implementation to the next Board meeting.	ASAP
Karl	***Topic: Principal PGC -*** Presiding Member to oversee	Ongoing