LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 24 March 2025

Present: Melanie Dean (Principal), Karl Emson (Presiding Member), Lloyd Percival (from 7.30pm), Johnson Witehira, Amanda Luxford
Apologies: Matt Hunt, Vito Lo Iacono, Julia Blackburn
Meeting: Opened at 7.00pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Karl opened the meeting with a mihi.			
1.1 Declaration of Interest	There were no declarations of interest within this agenda.			
1.2 Approve Change of Agenda if Necessary	**Motion: I move that we allow Sarah Campbell, NZSBA, to speak first (3.1 Topic of Interest - The Role of the Board) Karl/Amanda**			
1.3 Confirmation of Minutes	The minutes of the meeting held on 17 February 2025 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	All completed.			
2. Decisions				
2.1 Policy Reviews: Risk Management	Karl said the Board is well covered by what is in the Policy and he is pleased the Board is following Best Practice.			
Health Care	Discussion regarding permissions to administer medicines, reporting medical events and staff who are First Aid trained. No amendments to the Policy are necessary at this time.			
2.2 Safety Planning Implementation	As Read. **Motion: "I move that the Plan be approved by the Board". Lloyd/Amanda Carried**			

Item	Discussion/Decision	Action	Responsibility	Timeframe
3. <u>Discussions</u> **3.1 Topic of Interest: The Role of the Board**	Karl welcomed Sarah Campbell from NZSBA (NZ School Boards Association (formerly NZSTA)). Sarah wanted to re-cap the differences between Governance and Management and the Role of the Board. Basically, the Board's role is to work in partnership with the school, Government and community to ensure all children work to the best of their potential. The Board must: • Ensure every child achieves to their highest standard • Ensure the school is a physically and emotionally safe place • Protect staff and students' human rights and eliminate discrimination • Be inclusive of, and cater for, children with differing needs • Must give effect to Te Tiriti o Waitangi. Sarah will send her slideshow through to Karl to use as a resource for the Board. A key task of the Board is to set the strategic direction of the school and this year the next phase of our strategic plan for 2026-2029 needs to be developed by the end of the year. The Board is the employer of all staff and must be seen to be a good employer, protecting rights and supporting wellbeing. The Board is a legal and Crown Entity and must act as "one", not as individual members. Meetings must have a quorum (more than 50%) and the Board must meet within 3 months of the last meeting. Members aren't paid, but do receive an honorarium at year end. Individual members must not miss 3 meetings without prior leave approved by the Board to maintain their seat on the Board. Meetings are generally open to the public, but are not public meetings. Visitors have no right to speak at the meeting unless granted by the Board. The community must be notified of meetings. The Board can exclude members of the public for various, but mainly privacy, reasons and the minutes of these 'in-committee' meetings must be stored separately to the usual meeting minutes. Board members must:			

	• Agree the meeting process (Agenda) • Give members equal opportunities to speak • Come to the meetings prepared • Come to the meetings with an open mind • Keep discussions focussed and on time • Regularly reflect on meetings The Board's key focus is to make the best decisions possible for the school and it's students. "Noses in, hands off"!			
3.2 Consultation With Whānau Māori Planning	Melanie's plan was in draft form, to use as a starting point for bouncing ideas off for the consultation hui. It would be good to have a representative from the Board, the Principal and our 2 Kura Ahurea staff there. Johnson thought having a school kaumātua there would be great if we can get someone onboard. Discussion re ideas and deadlines. The Bowling Club was suggested as a good venue with a relaxing atmosphere. The outcome may shape ideas for Matariki.	Talk to the Bowling Club re dates and whether they can accommodate us, possibly in Week 5 or 6 in Term 2, around the 26th of May. Send out invitations via a HERO group and email. Print hard copies for children to take home.	Johnson Melanie	ASAP ASAP
3.3 Wellbeing	As read.			
3.4 Special Needs Report	Amanda's SWAN information was shared with the Board. A good start for school assistance would be the Ministry recognising the needs and funding a SENCO for all schools. There will be a Resource Teacher of Learning & Behaviour (RTLB) visiting soon to work with some of our children. The Board recognised the increasing needs and numbers of students with special needs.			
3.5 Local Curriculum Aligning with Refreshed Curriculum	This information was shared at the W.A.T.P. Hui. Our local curriculum hasn't changed with the current refreshed curriculum. The major change is working in phases, rather than in curriculum levels.			
3.6 Risk Register	There were no significant changes.			
3.7 LBASC Finance Plan	The letter from After School Care regarding their finances and plans to move ahead with such a small number of attendees was read. Discussion ensued and it was decided to wait and see what happens in the near future and ask how things are going before the next Board meeting for an update.			

3.8 Newsletter Roster **3.9 Financial Conflict of Interest Register**	Melanie had made a newsletter roster for the Board. As Matt was absent from the meeting, Lloyd has offered to do the next newsletter piece. Very straightforward and the Board will use this going forward.	Write a piece for the newsletter.	Lloyd	Tues, 8 April
4. <u>Monitoring</u> **4.1 Principal's Report**	As read. There is a Pasifika People's Group starting tomorrow with a Talanoa for Years 4-6 (Phase 1) in the morning and a younger group (Phase 2) at 2.30pm. This is a Ministry-funded initiative. Karl asked if there were any more events coming up for the Board to attend as an opportunity for visibility. Cross Country will be run soon, but the date hasn't been decided as yet. Karl asked about the $6,000 overspend on course fees. Melanie explained that a lot of courses are paid for upfront, so the expense is often high at the start of the year, and the budget was less this year than in previous years. **<u>Motion</u>: "I move to change the Staff Development line to $20,000 the Budget" Karl/Lloyd Carried**	Add any new events to the dates on the Wellbeing document.	Melanie	ASAP
5. <u>Formal Meeting Closure</u>	Kathy ran through the Actions from the meeting. Karl acknowledged the Friends, Principal and teachers for an amazing day at Summer in the Bay and the recent before school coffee cart, which was a great opportunity to mingle with the school community. Melanie closed the meeting with a whakatauki.			

The meeting closed at 8.35pm. Next Meeting: 7.00pm, Monday, 12 May.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Johnson **Melanie**	***Topic: Consultation With Whānau Māori Planning -*** Talk to the Bowling Club re dates and whether they can accommodate us, possibly in Week 5 or 6 in Term 2, around the 26th of May. Send out invitations via HERO group and email. Print hard copies for children to take home.	ASAP ASAP
Lloyd	***Topic: Newsletter Roster -*** Write a piece for the newsletter.	Tuesday, 8 April
Melanie	***Topic: Principal's Report – Event Dates -*** Add any new events to the dates on the Wellbeing document.	ASAP