



SAMS Board 6 June 2023 - 6pm venue: SAMS

<p>Minutes meeting started 6.10pm Present: Karen Poole (KP), Murray Burton (MB), Hayley Parsons (HP), Wendy Greig (WG), Terry Pouno (TP), Josefina Fuimaono-Sapolu (JFS) (online) Raewyn Openshaw (secretary)</p>	<p align="center">Led by:</p>	<p align="center">Time:</p>
<p><u>1. Administration</u></p> <p>1.1 Welcome & Karakia 1.2 Attendance – all in attendance 1.3 Apologies – NA 1.4 Minutes of previous meeting 4 April Feb minutes slight adjustment requires movement of info into in committee Move into in committee MB 2nd HP – 6.20pm Moved out of in committee MB 2nd HP 6.40pm Minutes approved HP 2nd KP 1.5 Correspondence – NA MB - Welcome to Terry as parent representative to the Board.</p>	<p>Murray</p>	<p align="center">15mins</p>
<p><u>2. Strategic Decisions</u></p> <p>2.1 MoE Property going forward – in negotiation with Elim re lease. MB – Roll expansion to 240 – extra villa and will be required and or MB - Expansion to senior school – change of class – must apply to MoE. MB – motion the Board to immediately explore with the MoE a change of class to incorporate students from years 11-13 and as part explore the immediate roll increase for students from years 7-10 to start another villa.</p>	<p>Murray</p> <p align="center">HP 2nd</p>	<p align="center">15 mins</p>
<p><u>3. Strategic Discussions</u></p> <p>3.1 Policies and Governance</p> <p>- Physical restraint Non-teaching staff authorised: Hayley / Wills and teacher’s aide Gemma Nikara / Melanie Taraare / Patricia Tafuna / Leigh Kenyon Moved MB the above staff to be included in physical restraint training.</p>	<p>Karen</p> <p align="center">2nd KP</p>	<p align="center">30 mins</p>

<p>Sport coaches to be included and names to be provided. MB policy be formally ratified by board. Action Point - Complaints and concerns – Change wording Board of Trustees to Board and Presiding Member instead of Chair</p> <p>JF – could we have a diagram to make process easy for caregivers to understand.</p> <p>Also, what to do about a complaint about a board member.</p> <p>RO – Send flow chart to KP for an example.</p> <ul style="list-style-type: none"> - Policy making - MB – Terry 2nd ratified - Responsibilities of the principal – Action point needs to be reworked KP draft will be sent out - Curriculum delivery – rewording required NZ curriculum (subject to ongoing refresh) HP 2nd MB ratified with changes - Personnel – Update wording H & S act 2015 – MB 2nd Terry - Appointments – MB 2nd WG <p>Action Point – update policies to be sent to all board members for their folders.</p>	<p>WG 2nd</p>	
<p><u>4. Monitoring</u> Principal’s Dashboard – (Verbal report) Things are going well. New Teacher Aide has started. Our team is now 3 teacher aides. Staff wellbeing survey: results presented to the board\WG will endeavour to survey staff again later in the year.</p> <p>Whanau voice survey: results presented to the board. Ways to capture more responses: Hard copy / short surveys available at school events.</p> <p>Health curriculum: results presented to board. On average around 1/3 of parent community responded to these surveys.</p> <p>Community Liaison Member Report – taken as read. JF – comment on statement how can whanau contribute more? Have you considered a PTA so that whanau can take a proactive approach in contributing to the school. High School transition evenings; Any discussions around scholarships? Pacifica scholarships etc.</p> <p>H and S Report – taken as read HR report – (Verbal report) Acting principal appointed for term 4 (sabbatical cover) and subsequent fixed term employment made to cover this appointment. New teacher aide Stable staffing Finance and Budget report – taken as read. Q2 summary will be sent out towards the end of June.</p>	<p>Wendy</p> <p>Wendy</p> <p>Wendy</p> <p>Hayley Karen Karen</p>	<p>30 mins</p>

Short term group from Hong Kong coming – funds from this will go towards new laptops and cow. Much needed.		
<u>5. Identify Agenda Items for Next Meeting</u> <u>Student progress and achievement</u> Q2 finance summary	Wendy	
6. <u>Board moved into In Committee 7.45 MB</u>	2 nd WG	All agreed
7. <u>Meeting Closure 7.56pm</u>		10 mins
<u>In Committee minutes will be distributed as hard copy</u>		