



Board Minutes

<u>Date</u>	15 August 2023	6.00pm	8.27pm
<u>Present:</u>			
<u>Apology:</u>	Terry Pouno (TP)		
<u>Guests:</u>	<p>Community Liaison Willz Togiaheule</p> <p>Academic Managers Andrew Malel – Totara Brownyn Evans – Rata Mel Patrix - Manuka</p>		
<u>Student Data</u>	Progression Data 2023 – presented by Academic Managers		
	<p>Bronwyn – Maths / Mel – Reading / Andrew – Writing 2023 RTLB interventions has paved a positive way forward. Data sheets tabled.</p> <p>MB – this is very comprehensive – particularly that you have identified and are working on a plethora of interventions. It gives evidence that academic managers talk – examine / break down the work. This is a great example to all teaching staff.</p> <p>WG – new English curriculum – reading for pleasure. Having the mobile library visit the school is adding strength in this area.</p> <p>KP – Is there enough resources for the areas we have talked about? WG – A library would be great.</p> <p>HP – there are options for getting books.</p> <p>KP – Scholastic Books – west school each student gets given a book each term.</p> <p>HP – Book fairs are brilliant – if they are successful.</p> <p>MB – To the academic managers - you are doing a great job – thank you for loving the kids.</p> <p>MB – How do we tell our community - We teach to the need; we know our students and we are highly aspirational for them!</p> <p>Action Point: A letter from the board to the academic managers to thank them for their work. – MB/RO</p> <p>Academic managers leave the meeting 6.54pm</p>		

1.	Admin and Standard approvals	Seconded	Agreement
MB	Welcome and Karakia		
1.1	MB - Approval of agenda for this meeting.		All in favour
1.2	JF moved that the minutes of the BOT Meeting held on 6 June 2023 , be approved as a true and accurate record of that meeting. Action point: forward PDF of 6 June minutes to K Poole. (RO) Action point: meeting minutes to be sent out one week after meeting – following approval by MB. (RO)	HP	All in favour
1.3	Correspondence: Audit Documents		
	Audit documents for MBs signature – Action Auditors have indicated it will take a few years for the audits to catch up 2021 /2022. KP – Audit price has been questioned with Auditor General’s office – they have confirmed that whilst the price is high is it reasonable.		

2.	Matters Arising from Previous Minutes: taken as read	Seconded	Action
2.1	Policies – wording changed from Board of Trustees to Board. All documents are currently being checked. Once updated policies to be sent to board members. (pending) Flow chart: sent (completed)		KP
3.	Policies		
	Financial management Financial condition Protection and sharing of intellectual property (Creative Commons) Timetable Policy Staff Discretionary Leave Social Media Terms of Use Finance Policy – Action Point KP will work with HP to check over finance policy to ensure all operational matters are as per policy.		KP / HP

4.	Strategic Decisions – Board Matters	Action
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WG - Strategic planning and reporting changes – as a board we need to get our heads around the changes to reporting and strategic planning. All board members are requested to make themselves familiar.

1. Gather information from the year; where we have got to, where the children's needs are.

Consultation with parents / 3-way conferences. Parent survey – main ideas will be posted at the Fiafia evening asking for parent feedback = this will come back to the board. There will be a two-year plan to take us to the board elections 2024 and 2025 following that it will be a three-year plan. Consulting with our iwi and purchasing their education plan. From this formulate three big goals – Mel will do this while Wendy is away on sabbatical.

The annual report has also been changed to EEO (good employer added) through the Moe and NZSTA you can get more information.

5.	Monitoring /Reporting	Action
5.1	<p>Principal's dashboard – taken as read.</p> <p>Health and Curriculum draft statement – taken as read – investigating outside providers.</p> <p>MB - Following consultation with the community the board formally adopts the health curriculum statement 2023-2024. 2nd KP</p> <p>The Board wishes Wendy all the best for her sabbatical. This is her last meeting this year.</p> <p>Principal's wellbeing fund – PPTA – WG not in a position to use her fund this year as she is going on sabbatical.</p> <p>WG requests the board have 2023 funding \$6K deferred to be used next year. MB moves to defer 2023 Principal's wellbeing funds (PPTA) – 2nd JF.</p> <p>Invitation being sent out for Fiafia night – Thursday 21st September 2023.</p> <p>Prizegiving 12th December – Manurewa Recreation centre – 6.30pm doors open.</p> <p>MB moved into In Committee session 7.35pm – 2nd HP</p> <p>MB moved out of In Committee session 7.45pm – 2nd WG</p>	<p>All Agreed</p> <p>All Agreed</p>
5.2	<p>H and S Report – taken as read</p> <p>Note – HP is concerned about how much Panadol is being issued. Students are now being questioned around have you had water / have you eaten / how about getting some fresh air.</p> <p>Road safety</p> <p>Parents dropping students off – using the driveway – students are out on the driveway in the mornings. It is a hazard to have parents driving in. Parents are encouraged to use gate three by the chapel to drop students off.</p> <p>Ash from property services has stated that cones across the entry way would be permitted.</p> <p>Emergency drills</p> <p>Fire Drill – guest register – did not sign in.</p> <p>One drill per term.</p> <p>Lock down drill – site wide lock down.</p> <p>Action – MB to raise with Danie regarding how to communicate between Elim staff onsite // residents and school regarding emergencies / lock downs.</p> <p>First Aid training – has been booked in for staff.</p>	
5.5	<p>HR</p> <p>Lots of PD happening</p> <p>Currently hosting student teacher from Laidlaw at SAMS.</p> <p>All documentation has been completed for Wendy's sabbatical.</p>	
5.6	<p>Finance and Budget report – taken as read KP</p>	

6.	Agenda for next meeting – 17 October 2023	Action
	<p>EOTC Policies Q3 financials Strategic plan update MB has this board considered meeting in the afternoon – 5pm? Reports to come out the week prior to a meeting – Tuesday 10th October – reports to RO by Friday 6th October 2023.</p>	
	<p>Next meeting date: 17 October 2023 Meeting closed 8.27pm</p>	