



Board Minutes					
<b>Date</b>	<b>21 February 2023</b>	<b>Start time</b>	6.00pm	<b>Finish time</b>	7.41pm
<b>Present:</b>	Murray Burton (MB), Wendy Greig (WG), Karen Poole (KP – online), Josefina Fuimaono-Sapolu (JFS – online), Hayley Parsons (HP), Raewyn Openshaw (RO – Board minutes)				
<b>Apology:</b>	-				
<b>Absent:</b>	None				

1.	Admin and Standard approvals	Seconded	Agreement
<b>MB</b>	<b>Welcome and Karakia</b>		
<b>RO</b>	<b>2023 Nominations for Board offices</b>		
	KP nominates MB presiding member	<b>JFS</b>	<b>All agreed</b>
<b>MB</b>	WP nominates KP deputy presiding member	<b>HP</b>	<b>All agreed</b>
1.1	MB - Approval of agenda for this meeting.		All in favour
1.2	<b>WG</b> moved that the minutes of the BOT Meeting held on <b>22 November 2022</b> , be approved as a true and accurate record of that meeting.	<b>HP</b>	All in favour
1.3	<b>Declaration of Interest Form - signed.</b> <b>Schedule of Delegations – see action points</b>		
1.4	<b>Correspondence:</b> Alwyn Poole		
	MB – will keep board up to date.		

2.	Matters Arising from Previous Minutes: taken as read	Seconded	Action
2.1	In addition to action points add: <b>Confirming Board calendar 2023</b> <b>Action point: add</b> Tuesday 15 August and send out invite to the board members		RO

3.	Strategic Decisions – Board Matters	Action
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3.1	<b>Draft Strategic and Annual Plan (if any)</b>	
3.2	<b>Board Election / Profiling</b> Nominations closing- good interest has been shown. <b>Action Point:</b> RO send through profile to HP – Action	
3.3	<b>SAMS Values</b> – discussion how the school can go about adjusting ET values? Student profile – comes back to board. Must align with philosophy documents. Needs to be approved by VT board, then to the school board.	
3.4	<b>Expansion to Senior Years</b> – VT open to SAMS board investigating this with the MOE. MB to speak to Elim proprietors regarding the lease at Elim South and the future. Elim lease expires 2026.  <b>Action Point:</b> <b>MB to report back to KP for Villa Trust before April meeting, regarding Elim’s thoughts regarding SAMS and the future.</b>  MOE have seed funding for another property but want to know if Elim is interested before they begin their investigations looking for an alternative property. MB – it would be great from an educational point of view to move to a year 7-13 facility.  <b>MB moved into In Committee session 2<sup>nd</sup> KP In committee 6.30pm</b> <b>Moved out of In Committee session 7.10pm</b>	ALL AGREED ALL AGREED
3.5	<b>Budget 2023</b> – KP surplus for the year – not large – but still a plus, operational funding confirmed – we haven’t gained a lot with the new equity index. MB moving the board accept the budget – subject to KP forwarding members a summary – all agreed.	
3.6	<b>Auditor &amp; 3 years wash up (if any)</b> 2021 accounts now ready for the auditor. Waiting for auditor general to advise who the auditor will be. 2022 accounts combined with West until 18 Oct 2022. The split accounts from 19 Oct 2022. KP asked for 19 Oct 22 – 31 Dec 2023 15 months accounts. MoE and auditor says this would be acceptable, but it would be noted as a breach in the legislation. <b>KP moves that SAMS does combined audit 18 Oct 2022.</b> <b>Next lot of accounts 19 Oct 2022 – 31 Dec 2023.</b> <b>MB 2<sup>nd</sup> All agree.</b>	
3.7	<b>Policies and Governance Document - MB</b> <b>Feb policies – MB moved 2<sup>nd</sup> JFS – all in favour.</b> <b>Action Point:</b> Amendment in wording – trustees to members Chair to presiding member.	

4.	Monitoring /Reporting	Action
4.1	<p><b>Principal's Dashboard</b> – Verbal report</p> <p>The start has shown the strength of both our staff and community. Held a management Hui – 2 days – overnight. A learning we had been Working with cognition literacy and numeracy strategies but had to rejig due to the weather. We just spent time together and school was more ready than ever to start the year. New staff stepping up to leadership roles. The school surprisingly is doing well. Base line testing has been done. Big whanau event was cancelled – rescheduled. You will receive an invite to attend. New staff are good hires (strong and positive) Staff seem settled. Students settled – new students have settled well. kapa haka programme started. Healthy lunches have gone well – student lead. Kids are eating and taking food home. We eat communally – including staff. Has been interesting to watch staff hanging out with the kids at lunch time.</p>	
4.2	<b>CLM report</b>	
4.3	<b>H and S Report</b> – N/A end of term a report will be provided	
4.4	<p><b>HR report</b> – new hires good – units allocated and good job descriptions. Require 1 TA . 1 staff member on ACC absent for the term.</p>	
4.5	<p><b>Budget</b> – EOY 2022 Financial summary KP has a draft document - going to accountant tomorrow. This report goes to the 18 October. KP draft summary goes to end of year Action point she will send it out.</p>	

5.	Agenda for next meeting	Action
	<p><b>Data report</b> – WP Q1 report Principal's report <b>Action</b> – send out request for reports from members by RO Ready for Thursday or Friday before meeting due. Reminders about what reports we want at meeting.</p> <p><b>Discussion – Special Character</b> Long serving absorb special character need to keep it fresh – induction process. <b>Action Point:</b> KP to look at the staff induction process which she can go over with WG.</p>	
	<p><b>Next meeting date:</b> 21 March 2023 <b>Meeting closed</b> 7.41pm</p>	

