



Board Minutes

Date	17 October 2023	5.25p	6.40p
Attendance	Murray Burton (MB), Mel Patrix (MP), Karen Poole (KP), Hayley Parsons (HP), Terry Pouno (TP)		
Apologies	Josephine Fuimaono-Sapolu (JFS)		

1.	Admin and Standard approvals	Seconded	Agreeme
MB	Welcome and Karakia		
1.1	MB - Approval of agenda for this meeting.		All agreed
1.2	MB moved that the minutes of the BOT Meeting held on 15 August 2023 , be approved as a true and accurate record of that meeting.	HP	All agreed
2.	Matters Arising from Previous Minutes: taken as read	Seconded	Action
	Action points: <ul style="list-style-type: none"> - Letter of thanks to academic managers pending – MB /RO - Lockdown procedures MB to meet with DV (Elim) to follow up 		MB/RO
3.	Strategic Decisions / Discussions		
MB	No updates pending meeting between MB and DV (Elim) KP – away for the next month		
4.	Policies		
	<ul style="list-style-type: none"> - Health and Safety - Child Protection Policy - Managing challenging behaviour and physical restrain KP moves ratification of these policies	HP	All agreed
5.	Strategic Plan (See Principal's Report)		
6.	Monitoring and Reporting		
6.1	Principal's Report – taken as read MP <ul style="list-style-type: none"> - Staff interest in students' culture – managing language weeks appears not to be enough. - Open Days – well attended in the late afternoon and evenings. Had one villa operating gave parents a good indication of how the school functions. 		

	<ul style="list-style-type: none"> - 3-way conferences – March 68 % attendance – August 66% attendance. Future focus we spread conferences across three-week period and from 2:00pm onwards. Aspiration to reach over 70% attendance. Planning some changes to try and increase parent attendance. - Product reveals – enterprise – worked well with the 3-way conferences. - Fiafia evening was a huge success. - Kapa Haka ongoing – good tutor - Year 7 trialed Education Perfect Te Reo – we don't have a Te Reo tutor - Flood Damage - Villa damaged and unusable due to flooding – admin building area now being used as classrooms – repairs need to be completed before school starts 2024. - School is claiming for resources - Elim Christian Centre is claiming for the building - Student introduction to voting – successful - Polynesian Panthers – visiting the school - workshops with the students - Emerging stage – purchased education plan (local iwi) 31st January 9.30-10.30am staff only day. Board members invited to participate in training. - Community engagement and consultation with fono: - Next Phase – collection of voice at 3-way conference - Community engagement ongoing - student voice and staff voice - Te Kaha – sexuality and wellbeing programme – Māori health and sexuality – staff questions how qualified are they to deliver this programme? To be considered for the 2024 school year. Staff to consider then it will be taken to the parent whanau. - 3 strategic foci: 2024-2026 Ideas for discussion - Current: 2023 <ul style="list-style-type: none"> • Special Character • Ako: teaching and learning • Community • Tangata Whenua - Proposed 2024 <ul style="list-style-type: none"> • Ako: pedagogy and academia • Community (powerful partnerships) • Leadership <p>Special Character/Ti Tiriti / Wellbeing weaved through everything</p> <p>Strategic Plan to be signed off at the next board meeting needs to be submitted by 1 March 2024. KP</p> <p>Action point – Board to percolate over these ideas and consider leadership or an alternative. MP to go back to academic managers and bring back to board at next meeting.</p> <p>6.2 H & S Report – HP taken as read</p> <p>Year 10 camps RAMs forms signed off. Updated H & S trip forms – rams forms required for all trips. Staff are all required to do their own RAMS forms – brings ownership. Fire drill to be scheduled with Elim this term.</p> <p>6.3 HR Report – KP verbal report</p> <p>Willz has resigned. Received just before the holiday break. Finishes at the end of term 4. Position has been advertised on Seek and through local networks or connections. Short-listing team – Mel and Hayley This is a pivotal position.</p> <p>Staff member requests two weeks leave at the end of term 1 2024. Requires board approval. MB – Board approves. 2nd KP. Staffing indicators : no leavers end of year</p>
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6.4	<p>Finance Budget - KP</p> <p>Q3 taken as read – proposed budget 2024</p> <p>With staff staying on – we will be overstaffed.</p> <p>.5 overstaffed.</p> <p>FTE 12.7 have 14.1 FTE employed. Has an impact on the budget.</p> <p>MB – What is the cost of what you want to achieve?</p> <p>Looking at a \$150K deficit</p> <p>KP – at the next meeting hope to have a final budget to the next meeting.</p> <p>MB – last thing we want to do is affect our delivery – there are things we don't want to compromise on.</p> <p>Equity index 499</p>
<p>Agenda Items for next meeting: 21 November 2023 @ 5.15pm</p>	
<ul style="list-style-type: none"> - Budget – to be signed off - Strategic plan - to be signed off - CLM report - Principals report – written 	
<p>Moved to In Committee Session</p> <p>In Committee – MB – 2nd TP 6.37pm</p> <p>Out of in committee MB 2nd TP 6.40pm – Meeting Closed</p>	