

Minutes of Meeting  
Tuesday, 27 September 2022  
63 St Georges Rd, Avondale  
at 6.45pm



BOARD OF TRUSTEES 2022

Attending: Allan Bates, Sandra Bosman, Michael Causley, Andrew Coombridge, Tavita Fesolai, Gael Goulter, Amrita Sadanand, Aron Singh.

Apologies: Vicki Morris (Sports Camp)

1. Welcome — Sandra welcomed those who were present; existing members, new members and Eoin Crosbie who was observing as part of Sandra's appraisal.
2. Electing a Chairperson — Helen led this part of the meeting.  
Each Board member introduced themselves before nominations for the Presiding Member were called for. Michael Causley was nominated by Sandra, seconded by Allan.  
Andrew was nominated by Aron but will perhaps consider this at a later date. Michael was elected as Presiding Member.  
Nominations were called for Deputy Chair — Andrew Coombridge was nominated by Aron, seconded by Tavita. No other nominations were forthcoming. Andrew was elected as Deputy Chair.
3. Devotion — Allan led the devotions based on the book of Philemon, verses 4 - 7. He talked about -
  - how giving and living out our faith not only does good things but also refreshes us. We also refresh others through loving one another in all that we do.
  - "What does our love do for others?" It empowers, encourages and invigorates.
  - how Philemon was being asked to release Onesimus of obligations that he had. Paul, in Christ, was able to do this. We need to ensure that what we are asking of one another is what we are also prepared to do. He then opened with prayer.

Sandra explained that Board Training will happen with NZSTA in due course. More information will come through about this later.

Board sub-committees -

There are currently 3 sub-committees - Property/Finance, Policy and Discipline. The Property/Finance and Policy sub-committees make recommendations, but don't vote. The Discipline sub-committee needs at least 3 members as they do vote on behalf of the Board.

The following Board members were nominated for the Property/Finance sub-cmte - Allan, Amrita, Tavita, Sandra.

Nominated by Sandra/Andrew seconded. AGREED

The following Board members were nominated for the Policy sub-cmte — Sandra, Vicki and Gael.

Nominated by Sandra / Amrita seconded. AGREED

The following Board members were nominated for the Discipline sub-cmte — Aron, Gael, Andrew

Nominated by Michael / Tavita seconded. AGREED

4. Thanking past Board members  
It was moved that Michael send a letter of thanks to those members who left the Board last month and that a gift be purchased to the value of up to \$50. Moved Allan/Amrita Seconded. AGREED
5. Confirmation of Minutes  
The minutes of 2 August 2022 were accepted as a true and accurate record.  
Moved Michael / Amrita Seconded. **AGREED**
6. Matters Arising from Minutes & Action List
  - Non-compliant issues — in process. Sandra and Greta are looking into this.
  - CES written procedure — the document was included in the shared docs.
  - CES term deposits — Information regarding the Term Deposits is included in the Commentary for the Month Ending (bottom of page 3).

- Options for improving our curriculum data statistics — Homework Club for Pacifica children. Sandra has spoken with the co-ordinator of this programme who is now in Wellington. A manager is needed to get the programme running. Some of our students are still doing on-line learning with Mele but it is better to do this in person. Sandra to continue to follow this up.
- Length of time for Policies to be reviewed — Sandra contacted NZSTA and was told length of time for review isn't mandated. Currently some are triennial and some are annual. As Policies come up for review their review time will be considered by the Policy sub-committee.

7. Conflicts of Interest — no new conflicts of interest.

8. Policies

Code of Conduct form was handed out to new Board members to sign. These are to be signed and returned to Helen.

9: Reports

- Principal's Report — taken as read

- The Changing Sheds are being revamped so that this space can be used as office space for Rolene (who is currently in the Principals Office) as well as teachers and others needing a quiet place to work.
- Allan Grav will present a 10-year Property Strategic Plan to the Board before the end of the year. We are currently capped at 300 and our building capacity has reached a maximum but there is room in various year levels. ,
- The new prefab/ESOL room is in the works but is held up by Council. This prefab will fix the issue of space for the first half of next year but we will need another classroom for Term 2 or 3, 2023. Once we have more prefabs we can look at increasing office space by extending the office into the staffroom and moving the staffroom into Kakapo class. Currently, if we have all the staff together, we don't fit in the staffroom.
- Equity Index information will be presented at the next Board meeting.

It was moved that the Principal's Report be accepted, with thanks.

Moved Sandra / Allan Seconded. AGREED

- Finance & Property sub-committee report — August monthly report

- The School is doing well and has strong reserves. Some money has already been ear marked for storage (e.g. the Perceptual Motor Programme needs a convenient storage space so this programme can be used. The ground/deck is being prepared for a 4m shed next to Kereru). Sandra also has money to invest in the school's programmes. A Learning Support Person has been employed for the NE class and an additional admin lady has returned for Term 4, at this stage. The budget for 2023 will be presented at the next meeting.
- A request was made for a budget comparison between August last year and this year. Sandra to provide this.

It was moved that the Financial Reports be accepted, with thanks.

Moved Allan/ Amrita Seconded. AGREED

10. Staff Wellbeing

This anonymous survey, which is done each year, was done last term by Sandra. 33 staff were given the form but not all responded.

Some feedback has been given around new initiatives and having time to process these rather than going to something new. One suggestion was a week a term with no meetings and that will be implemented next term. A wellbeing framework has been created 'The Jireh Tree' (included in your folder) showing how we are responsible for our own well being as well as others.

There is also a student well-being survey that will be reported on at the next meeting.

11. Professional Learning Across the school

This area formed part of Sandra's Appraisal and Eoin said that PLO is appreciated but the teaching staff feel there is too much and time is needed to implement these new ideas into the classroom and implement it into their pedagogy.

Currently there is -

- Te Reo Maori PD is done on-line by all teachers and TAs. It runs over 3 years.

- The NZ History Curriculum has been covered on teacher only days and staff meetings.
- Writers Toolbox is done during school time and runs for 3 years.
- The Kahui Ako focus of wellbeing runs over 3 years.

The Proprietor has funded 1 full PPE — to allow teachers time to improve their special character pedagogy. This is done by Jackie Lloyd across the KWT schools.

Sandra's sabbatical has been approved for Term 3, 2023. Vicki will deputise and Maliah will backfill. This is fully funded by MoE.

12. Inward Correspondence —

Official Declaration of the School Board elections.  
NZSTA News magazine — on the shared drive

13. Future Business — Growth and Building provision — this item has been covered- the KWT is to present a 10-Year strategic plan to accommodate and include growth and development . An application has to be made to the MoE to increase the roll cap. Certainty around the site and provision for additional buildings needs to be considered before this can done.

14. Michael closed the meeting in prayer at 8.26pm.

15. Next Meeting — 18 October — Gael on devotions

Gael suggested a social evening for the Board. She is happy to host and will send out an email. She also requested that there be an opportunity for the Board to meet the staff

Signed as a true and accurate record:

Approved:

Chairman: / MICHAEL CAUSLEY

Date: 27.09.2022