



# Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

Board of Trustees Meeting, Monday 25 March 2019  
Meeting Opened 5.00pm

**Present:** Gaylene Murdoch, Carla Cook, Sarah Hynds, Scott Penney, Graham Coppock, Emma Burn, Lynne Fell

**Apologies:** Darlene Clark

**Visitors:** nil

Agenda Items	Discussion Points	Actions to be Taken
<b>1. Administration</b>		
1.1 Present	As Above	
1.2 Apologies	As Above	
1.3 Declaration of Interests	Nil	
1.4 Confirmation of Previous Minutes	Moved: SP Second: CC All in favor	

<p><b>1.7 Matters Arising: See Action Plan</b></p>	<p>Hautu Review - Next step for the review is to Meet with team to evaluate against indicators, attach evidence and set next steps.</p> <p>Hall Maintenance Plan <i>Repainting, look at exterior and interior, GC found a template for maintenance plan.</i> <i>Next budget to have more for cleaning i.e. for roof</i></p> <p>Storm Water SP - advised that a letter needs to be written to the Ministry. Looking at different options. Infrastructure problem</p>	<p>EB to chase up</p> <p>GC - template plan</p> <p>SH and SP to draft a letter to Leicester at the Ministry.</p>
<p><b>1.8 Correspondence</b></p>	<p>To be discussed:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Election - see Principal's report.</li> <li><input type="checkbox"/> Watershed - Plumbing works - rectified</li> <li><input type="checkbox"/> COL leadership - discussed later in meeting</li> </ul>	
<p><b><u>2. Strategic Discussions &amp; Decisions</u></b></p> <p><b>2.0 Discussion Points</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hall maintenance plan</li> <li><input type="checkbox"/> Storm Water - Feedback</li> <li><input type="checkbox"/> Hautu</li> <li><input type="checkbox"/> Tomorrow Schools - SH attended NZ Principals Assn Moot. Outlined discussion points and key issues from the meeting.</li> <li><input type="checkbox"/> Camp Report- SP reported on a fantastic week. Kim Sutton's report in BOT March folder. SH read out highlights.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> As above</li> <li><input type="checkbox"/> As above</li> <li><input type="checkbox"/> As above</li> </ul>
<p><b>2.1 Decisions</b></p>	<p><b>Motion:</b> SH Moves that the property committee has delegated authority to manage 5YA property projects within budget.</p> <p>Moved: SH Second: GM All in favor</p>	
<p><b>2.2 E Motions</b></p>	<p><u>Motion 1</u> I, SH, propose that the following ECEs that have</p>	<p>Ratified</p>

	<p>expressed their interest to become part of the Rosehill Kahui Ako.</p> <ul style="list-style-type: none"> <li>• Conifer Grove Kindergarten 5634</li> <li>• Papakura West Kindergarten 5126</li> <li>• Little Gems Childcare 45817</li> </ul> <p>I move these Centres are officially added to the Kahui Ako.          Seconded by CC  <b>All in Favor - carried</b></p> <p><u>Motion 2</u>          I SH, propose that the Kāhui Ako principals will delegate the authority to sign a variation to the MoA, on behalf of the Kāhui Ako, to Sue Blakely until 1 July 2019, for the purpose of adding ECE Centres to the Kahui Ako.          Seconded by CC  <b>All in Favor - carried</b></p>	Ratified
<b>2.3 BoT Training</b>	Opportunities for training as advertised by NZSTA in this months folder for the BoT's consideration	Check dates, worthwhile to attend. Check online workshops - CC to email
<b>3. <u>Monitoring</u></b>		
<b>3.1 Property &amp; Health &amp; Safety report</b>	<p>5YA projects underway as per principal's report          Documentation for Intermediate camp completed, signed and evaluated          GC reported on junior classroom project. Junior teachers have had input.          Gutters to be cleaned</p>	<p>SH to still hear about fencing - follow up          SH awaiting info on roofing</p> <p>EB to ask Walker Property Services</p>
<b>3.2 Schoolhouse report</b>	<p>EB - inspection completed. Fons still mowing lawns.          Gutters to be checked after autumn.</p>	<p>Gutters to be cleaned          EB to ask Walker Property Services</p>
<b>3.3 Finance report</b>	Financial reports as per folder. Taken as read.	
<b>3.4 Principal's report</b>	Taken as read. Strategic dialogue and discussion undertaken as per above.	
<b>3.5 Personnel Report</b>	Nothing to report	
<b>3.6 Cultural Report</b>	Kapa Haka are performing at a special assembly. Multi-cultural Festival on 30th March	

3.7 Curriculum, Progress & Achievement Report	See Principals Report - Targets & Learner Support	
4. <u>Publicly Excluded Business</u> 4.1 Commercial Sensitivity (if required)	N/A	
4.2 Personnel (if required)	Motion: SP Motion that the public be excluded for Agenda Items in correspondence section 48 of the Local Government Official Information and Meeting Act. The reason being to discuss a matter of personnel. All in favour - carried	6.11pm 6.32pm
5. <u>Meeting Closure</u> 5.1 Next Meeting	Agenda Items: 13 May 2019	

**Meeting Closed: 6.32pm**

**Next Meeting: Monday 13 May 2019**

**Certified as a true and correct record:**

Signed:  ..... Dated: 14/06/2019 .....