



Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

Board of Trustees Meeting, Monday 1 July 2019

Meeting Opened 5.06pm

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

Visitors: Nil

Apologies: Nil

Visitors: nil

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

<p>1.5 Matters Arising: See Action Plan</p>	<ul style="list-style-type: none"> ❑ Guttering - Schoolhouse and School - <i>Walker Property Services quote received. CC to check with caretaker, weekend clean, GC can supply mobile scaffolding if required.</i> Caretaker unable to undertake the cleaning. Next steps to be discussed. 	
<p>1.6 Correspondence</p>	<p>To be discussed:</p> <ul style="list-style-type: none"> ❑ Service Dog - Policy and Guidelines in place. Trial basis, will review twice per term. Move that a service dog is introduced on a trial basis to Karaka School to work alongside learners. Moved: GC Seconded: EB All in favour - Motion Carried ❑ Budgeted Statement of Financial Position - Depreciation Split Motion: Move that the suggested depreciation split as per Edtech financial Services recommendation is approved. Moved: GC Seconded: EB All in favour - Motion Carried ❑ RSM - Audit of Financial Statements. Move to accept the audited financial statements for the year ended 31 December 2018. Moved: SH Seconded: SP All in favour - Motion Carried ❑ House names - request for change. Discussed content of letter. ❑ Kahui Ako -SH read out correspondence and meeting minutes 	<p>Gradual change, using side by side at the moment. House t-shirts to be printed. Students voice clear. SH to contact parent about their email</p>
<p>1.7 Delegations</p>	<ul style="list-style-type: none"> ❑ Appointment of Chair and Deputy Chair Nomination for Chair: SP Moved: GC Seconded: EB Nomination for Deputy: EB Moved: GC Seconded: SP 	<p style="text-align: right;">51</p>

	<ul style="list-style-type: none"> ❑ Portfolios Property/Health and Safety: GC, CC, SH Personnel: SH, CC, SP Finance: CC, GM School House: GM, EB Cultural: TA 	
2. Strategic Discussions & Decisions 2.0 Discussion Points	<ul style="list-style-type: none"> ❑ 2020 school year - Dates 3 February - 15 December ❑ Storm Water 	Meeting 12 July, SP and GC to attend
2.1 Decisions	Motions: <ul style="list-style-type: none"> ❑ Guttering - working bee will be organised ❑ Kahui Ako BoT Representative - TA 	
2.2 E Motions	N/A	
2.3 BoT Training	Graham has undertaken online modules.	
3. <u>Monitoring</u> 3.1 Property & Health & Safety report	<p>See Principal's Report</p> <p>Gates for front fence completed and project closed.</p> <p>SH, TD and GC met with architects to review plans. Some amendments being made and final plans to be to Watershed by July 3rd. Tender process will begin - 18 days on the GETS site. Plans will be submitted to council for approval.</p>	
3.2 Schoolhouse report	Kitchen window fixed EB organised	
3.3 Finance report	Financial reports as per folder. Taken as read - Monthly Financial, Reconciliation Report, Management Report	

3.4 Principal's report	Taken as read. Strategic dialogue and discussion undertaken as per above.	
3.5 Personnel Report	New Entrant Teacher - see principal's report	
3.6 Annual Plan	Tracking progress towards meeting goals in annual plan presented. Tracking well.	
3.7 Curriculum, Progress & Achievement Report	Digital Technologies Report - Prepared by Holly Fielder. Discussed. The board thanks HF and acknowledges the work she does in this area. Tracking Progress Against Targets - Prepared by CC. Discussed.	
4. <u>Publicly Excluded Business</u> 4.1 Commercial Sensitivity (if required)		6.19 6.27
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 Moved: SP Seconded: CC All in favor - carried	
5. <u>Meeting Closure</u> 5.1 Next Meeting	12th August	

Meeting Closed: 6.31pm

Next Meeting: Monday 12th August

Certified as a true and correct record:

Signed:

Dated:

27/08/2019