



Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

Board of Trustees Meeting, Monday 2 March 2020

Meeting Opened 5.00pm

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

Apologies:

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: SH Second: EB All in favor	

1.5 Election of Officers	<p>Appointment of Chairperson & Deputy Chairperson Lynne Fell chaired this section of the meeting.</p> <p><i>Chairperson</i> Nominated: SP Moved: SH Second: GM All in favor</p> <p><i>Deputy Chairperson</i> Nominated: EB Moved: CC Second: GC All in favor</p>	
1.6 Election of Sub Committees	<p>Personnel - SH, CC, SP</p> <p>School House - EB, GM</p> <p>Property - GC</p> <p>Finance - CC, GM</p> <p>Cultural - TA</p> <p>All in favor</p>	
1.7 Delegation of Authorities	<p>Delegated Authorities.</p> <p>Move to delegate authorities as per February Principals Report to the Principal and in her absence, the Deputy Principal</p> <p>Moved: GM Second: EB All in favor</p>	
1.7 Matters Arising: See previous minutes		
1.8 Correspondence	<p>To be discussed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Roof of Admin block, lichen 	<p>Obtain quotes - SH, SP</p>

	<ul style="list-style-type: none"> <input type="checkbox"/> Zoning - reply received from MOE and Paerata School <input type="checkbox"/> PTA - Defib. Discussion took place. 	SP and SH to reply to PTA
<p>2. Strategic Discussions & Decisions</p> <p>2.0 Discussion Points</p>	<ul style="list-style-type: none"> <input type="checkbox"/> NZPF Trans Tasman Conference <input type="checkbox"/> Roof Cleaning <input type="checkbox"/> Paerata Zoning <input type="checkbox"/> Wooden deck Kokako <input type="checkbox"/> Junior team refurbishment <input type="checkbox"/> Bell system needs replacing - see PEB <input type="checkbox"/> Playgrounds and shading outside Kokako, CC met with playground people, awaiting a design <input type="checkbox"/> Water tightness assessment Hall and Admin, Ministry looking into this again 	<ul style="list-style-type: none"> <input type="checkbox"/> To be discussed at a later date <p>Watershed approached about deck SH to contact Leicester, more investigations</p>
2.1 Policy Reviews	As per principals report	All to review
2.2 Decisions	<ul style="list-style-type: none"> <input type="checkbox"/> Strategic/Annual Plan - Motion: Move to approve the 2020 strategic/annual plan and submit to MoE Moved: SH Second: GC All in favor <input type="checkbox"/> Analysis of Variance - Motion: Move to approve the 2020 Analysis of Variance and submit to MoE Moved: SH Second: EB All in favor <input type="checkbox"/> Budget 2020 - Ratification Motion: Move to ratify the 2020 budget. Moved: EB Seconded: CC All in favor - carried <input type="checkbox"/> Self Review Calendar 2020 	Let SH know if you require anything else

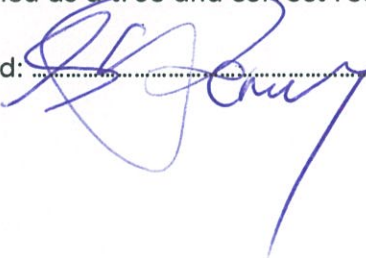
	<p>☐ Meeting Dates 2020 - Week 3 and 9 of each term - 30th March, 11th May, 22nd June, 3rd August, 14th September, 19th October, 23rd November</p>	
2.3 E Motions		
2.4		
3. <u>Monitoring</u> 3.1 Property & Health & Safety report	<p>The whole school was cleaned over the holidays. Block 2 roof was completed as was the renovation of Block 2 . Health and safety inspections were undertaken by Watershed and these showed an excellent rating. No H & S incidents to report. Stormwater - pricing up the plans to have on-site.</p>	Awaiting cost of plans
3.2 Schoolhouse report	EB to inspect March	
3.3 Finance report	Financial reports as per folder. Taken as read	
3.4 Principal's report	Taken as read. Strategic dialogue and discussion undertaken as per above.	
3.5 Personnel Report	Three new staff members. All have support in place and an induction has taken place.	
3.6 Cultural Report	<p>Powhiri held to welcome new learners Kapa haka has started Pasifika fono re performance group held</p>	
3.7 Curriculum, Progress & Achievement Report	<p>Local Curriculum reviewed at end of 2019. Targets communicated and visible, learners identified and support programmes put in place. Setting Up for Success afternoon very successful.</p>	
4. <u>Publicly Excluded Business</u> 4.1 Commercial Sensitivity (if required)	<p>Motion: SP Motion that the public be excluded for Agenda Items for personnel items in correspondence section 48 of the Local Government Official Information and Meeting Act. The reason being to discuss a matter of commercial sensitivity.</p>	<p>Time in: 6.15pm Time Out:6.20pm</p>

	All in favour	
4.2 Personnel (if required)		
5. <u>Meeting Closure</u> 5.1 Next Meeting	Agenda Items: Policy reviews 30th March 2020	

Meeting Closed: 6.20pm

Next Meeting: Monday 30th March 2020 (TBC)

Certified as a true and correct record:

Signed:  Dated: 23 April 20