



Karakā School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

Board of Trustees Meeting: August 10th, 2020

Meeting Opened: 4.00pm

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

Apologies:

Visitors: nil

| Agenda Items | Discussion Points | Actions to be Taken |
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| 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 | |

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| <p>1.5 Matters Arising: See previous minutes</p> | <ul style="list-style-type: none"> <input type="checkbox"/> School House Painting (EB) <input type="checkbox"/> Hall Roof Leak (GC) | |
| <p>1.6 Correspondence</p> | <p>To be discussed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NZEI Paid Union Meetings for Teacher Aides - attendance will not disrupt learning <input type="checkbox"/> Papakura South & Drury proposed enrolment scheme feedback - boards are invited to make comments - does not impact us <input type="checkbox"/> Watershed/MoE - MoE are wanting us to submit an accurate CAD plan but the Block names are still incorrect - MoE shows 12 teaching spaces, school has 9. On MoE School Information Report it shows block 5 to have 3 teaching spaces and it is only one as 2 classes have been counted twice. No idea where block 3 is located as all rooms accounted for. Sarah has raised this issue with MoE on a number of occasions over the past 4-5 years. Awaiting a response <input type="checkbox"/> Watershed - property project updates. Have Code of Compliance Certificate, Block 2 roof replacement not closed up, selected a playground supplier, 2 quotes obtained for shade cover off Kokako, awaiting storage for Kotare room from Lundia. Alarm upgrade - as per Principal report, Road safety reduced limits | |
| <p><u>2. Strategic Discussions & Decisions</u></p> <p>2.0 Discussion Points</p> | <p>Stormwater: SP discussed, Full Survey completed, need MOE input</p> <p>Strategic Planning meeting was held on July 28th. The 3 statements in the school vision were used to guide the discussion and strategic goals from 2021 will centre around these. The board reviewed these. Consultation will now take place with the staff, learners and community.</p> | <p>SH handed out Strategic Goals draft. BOT to review and give comments/feedback. SH and CC to continue to put indicators down, next steps/priorities</p> |

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| | End of Year Function - 27th November, Alcova | Agree |
| 2.1 Policy Reviews | 3 Policies for the Board to review this term - hard copies handed out of: <ol style="list-style-type: none"> 1. Appointment Procedures 2. Learning Support 3. Child Protection | Amend Appointment Procedure to incorporate email decisions |
| 2.2 Decisions | PA/Alarm System. Discussion as s per principal's report Move that \$10,000.00 of the remaining 5YA allocation is committed to the PA/Alarms System project to support our application for additional funding from the Ministry of Education. Moved: SH Seconded: GC All in favour | |
| 2.3 E Motions | Nil | |
| 3. <u>Monitoring</u> | Property updates - SIPs Shade and Playground Projects as per principal's report discussed. | |
| 3.1 Property & Health & Safety report | Health & Safety Report (included in BoT folder discussed) | |
| 3.2 Schoolhouse report | School house painting - this work commenced on 10th August Drainage problem - fixed Matters for discussion in committee | |
| 3.3 Finance report | Monthly financial report shows school is tracking with a surplus. Report taken as read | |
| 3.4 Principal's report | Taken as read. No questions. Strategic dialogue and discussion undertaken as per above. | |
| 3.5 Personnel Report | No matters for discussion | |

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| 3.6 Cultural Report | HPA Cultural Festival update: Karaka hosting, 9 schools, GG and KP coordinating this. | |
| 3.7 Curriculum, Progress & Achievement Report | Mid year Tracking - report shared by CC. Identified learners who have changed, teachers will review at staff meeting Open afternoon - SH discussed, teachers and learners enjoyed | Detailed reports will be available at next meeting |
| 4. <u>Publicly Excluded Business</u> 4.1 Commercial Sensitivity (if required) | Motion: SP Motion that the public be excluded for Agenda Items for commercially sensitive items as per section 48 of the Local Government Official Information and Meeting Act. The reason being to discuss a matter of commercial sensitivity. All in favour | Time in: 5.15pm Time Out: 5.28pm |
| 4.2 Personnel (if required) | Motion: n/a Motion that the public be excluded for Agenda Items for personnel as per section 48 of the Local Government Official Information and Meeting Act. The reason being to discuss a matter relating to personnel. All in favour | Time in: Time Out: |
| 4.3 | Confirmation of PEB minutes (July meeting) | Time in: 5.15pm Time Out: 5.28pm |
| 5. <u>Meeting Closure</u> 5.1 Next Meeting | Agenda Items: 14th September | |

Meeting Closed: 5.30pm

Next Meeting: 14th September

Certified as a true and correct record:

Signed: Dated: