

# Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

**Board of Trustees Meeting: October 19th, 2020**

**Meeting Opened: 4.00pm**

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

**Apologies:** Tony Alatini, (Sports Camp)

**Visitors:** nil

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

|   |   |  |
|---|---|--|
|   | All in favor  |  |
| <b>1.5 Matters Arising:<br/>See previous minutes</b>  | <ul style="list-style-type: none"> <li>☐</li> </ul>   |  |
| <b>1.6 Correspondence</b>   | <p>To be discussed:</p> <ul style="list-style-type: none"> <li>☐ Watershed Property Updates - information regarding the delays is documented in this months Principal's report</li> <li>☐ MoE Ken White - SH sent an email to follow up on Paerata School zone. Asked if the map provided was the confirmed zone and if the January 2021 effective date was still applicable as the new school is now not opening until term 2 2021.</li> </ul> |  |
| <p><b><u>2. Strategic Discussions &amp; Decisions</u></b></p> <p><b>2.0 Discussion Points</b></p> | <p>Stormwater: SP discussed. Payment has been made to the surveyors. School can only claim this back should a project be raised.</p> <p>Playground and Shading - Informed that this should still be going ahead.</p> <p>Strategic Planning - reviewed the draft plan. Collected staff and student voice. SH explained the draft plan and BOT read over draft. Annual plan created from this.</p> <p>End of Year Function -Names required.</p>   |  |
| <b>2.1 Policy Reviews</b>   | 3 Policies for the Board to review this term as per principals report   |  |
| <b>2.2 Decisions</b>  |   |  |

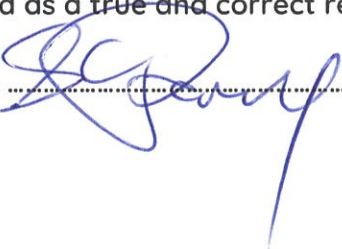
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| <b>2.3 E Motions</b>   | Nil   |                               |
| <b>3. <u>Monitoring</u></b><br><b>3.1 Property &amp; Health &amp; Safety report</b>            | Property updates - as per Principal's report - discussed<br><br>Health & Safety Report - as per Principal's report - discussed  |                               |
| <b>3.2 Schoolhouse report</b>  | Schoolhouse painting has been completed. Regular payments being received  |                               |
| <b>3.3 Finance report</b>  | Monthly financial report shows school is tracking with a surplus. Report taken as read.<br>Draft 2021 budget discussed.<br><br>Motion:<br>The board moves to accept the draft budget<br>Moved: SH<br>Second: GC<br>All in favor                                     |                               |
| <b>3.4 Principal's report</b>  | Taken as read. No questions. Strategic dialogue and discussion undertaken as per above.   |                               |
| <b>3.5 Personnel Report</b>  | There are matters for discussion in PEB   | 4.40pm                        |
| <b>3.6 Cultural Report</b>   | HPA Cultural Festival update: Proceeding with the organisation. Will go ahead with the event on November 20th should we remain at Alert Level 1 or below  |                               |
| <b>4. <u>Publicly Excluded Business</u></b><br><b>4.1 Commercial Sensitivity (if required)</b> | Motion: SP<br>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.<br>All in favour | Time in: n/a<br>Time Out: n/a |

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|---|---|-------------------------------------|
| <b>4.2 Personnel (if required)</b>                              | Motion:<br>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.<br>All in favour | Time in: 4.40pm<br>Time Out: 4.46pm |
| <b>4.3</b>  | Confirmation of PEB minutes (August meeting)<br>Moved: SH<br>Seconded: CC   |                                     |
| <b>5. <u>Meeting Closure</u></b><br><br><b>5.1 Next Meeting</b> | Agenda Items:<br><br>7th December   |                                     |

**Meeting Closed: 4.50pm**

**Next Meeting: 7th December**

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

Signed:  Dated: 1/12/2020