



# Karakaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

15th March 2021

Meeting Opened: 4.05pm

**Present:** Scott Penney, John Dyer, Emma Burn, Graham Coppock, Sarah Hynds (via zoom), Lynne Fell

**Apologies:** Tony Alatini (camp)

**Visitors:**

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	December 2020 minutes Moved: EB Second: SP All in favor	

<b>1.5 Election of Officers</b>	<p>Appointment of Chairperson and Deputy Chairperson. Lynne Fell chaired this section of the meeting</p> <p><i>Chairperson</i>  Nominated: GC  Moved: SP  Second: JD  All in favour</p> <p><i>Deputy Chairperson</i>  Nominated: SP  Moved: EB  Second: GM  All in favour</p>	
<b>1.6 Election of Sub Committees</b>	Personnel - SH, SP School House - EB, GM Property - GC Finance - GM, JD Cultural - TA All in favour	
<b>1.7 Delegation of Authorities</b>	Delegated Authorities Move to delegate authorities as per Principals Report to the Principal and in her absence, the Deputy Principal Moved: SP Second: GC All in favour	
<b>1.8 Matters Arising: See previous minutes</b>	<input type="checkbox"/> None	
<b>1.9 Correspondence</b>	To be discussed: <ul style="list-style-type: none"> <li><input type="checkbox"/> Refer Principal's report</li> <li><input type="checkbox"/> New bell/lockdown system being installed</li> </ul>	

<p><b>2. <u>Strategic Discussions &amp; Decisions</u></b></p> <p><b>2.0 Discussion Points</b></p>	<p>Policy Reviews - Home Learning, Finance and Property Management</p> <p>Budget - more funds to maths and literacy as our focus areas</p> <p>Strategic/Annual Plan - <b>Motion:</b> Move to approve the 2021 Strategic/Annual plan and submit to MOE  Moved: EB  Second: GC  All in favour</p> <p>Analysis of Variance - <b>Motion:</b> Move to approve the 2021 Analysis of Variance and submit to MOE  Moved: GM  Second: JD  All in favour</p> <p>Budget 2021 - Ratification <b>Motion:</b> Move to ratify the 2021 budget  Moved: SP  Second: EB  All in favour- carried</p> <p>Self Review Calendar</p> <p>Meeting dates - change to 5pm starts</p> <p>One BOT staff rep nomination received. John Dyer elected</p>	<p>Next 14th April. SH to check with Debbie and Colleen for rest of meetings</p>
<b>2.1 Policy Reviews</b>	Home Learning and Finance and Property Management	
<b>2.2 Decisions</b>		
<b>2.3 E Motions</b>	Nil	

<p><b>3. <u>Monitoring</u></b></p> <p><b>3.1 Property &amp; Health &amp; Safety report</b></p>	<p>Pool cover and repairs to the pool</p> <p>Junior playground - JD suggested looking into loose parts being utilised from old playground</p> <p>Hall roof leakage</p> <p>Collating data for Kahui ako, will share with the Board shortly</p> <p>Shades - Prestart meeting with Nova Shades and Lundia 23rd March. Hopefully finished mid May</p>	<p>Explore options, quotes</p> <p>GC to look at parts, could parts be sold? SH and GC to liaise</p> <p>SH and GC to liaise</p>
<p><b>3.2 Schoolhouse report</b></p>	<p>All good. EB inspected 12 March.</p>	<p>EB and GM to obtain some comparable rents</p>
<p><b>3.3 Finance report</b></p>	<p>Monthly financial report is taken as read. Tracking well to date</p> <p>Moved: SP Second: JD All in favor</p>	
<p><b>3.4 Principal's report</b></p>	<p>Taken as read. No questions. Strategic dialogue and discussion undertaken as per above.</p>	<p>Additions re: Lockdown, Hauora, PD</p>
<p><b>3.5 Personnel Report</b></p>	<p>See Principal's report</p>	
<p><b>3.6 Cultural Report</b></p>		
<p><b>4. <u>Publicly Excluded Business</u></b></p> <p><b>4.1 Commercial Sensitivity (if required)</b></p>	<p>Motion: SP</p> <p>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.</p> <p>All in favour</p>	<p>Time in: 5.25 Time Out: 5.35</p>

<b>4.2 Personnel (if required)</b>	Motion: 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: 5.25 Time Out: 5.35
<b>4.3</b>	Confirmation of PEB minutes (October meeting) Moved: SP Seconded: EB	
<b>5. <u>Meeting Closure</u></b>  <b>5.1 Next Meeting</b>	Agenda Items:  14th April	

**Meeting Closed: 5.40pm**

Next Meeting: 14th April → *Moved 3rd May*

Certified as a true and correct record:

Signed:  ..... Dated: *3/5/21* .....