



# Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

20 June 2022

Meeting Opened: 5.00pm

**Present:** Scott Penney, Sarah Hynds, Tyrone Riley, Graham Coppock, Lisa Tate, John Dyer, Gaylene Murdoch, Lynne Fell

**Apologies:** Emma Burn

**Visitors:** Klm Sutton, Tanya Davis, Debbie Withers

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	May 2022 minutes Moved: GC Second: SP All in favor	

<p><b>1.5 Matters Arising: See previous minutes</b></p>	<ul style="list-style-type: none"> <li>❑ Telephone system - DW spoke about system changes. Quotes from Absolute Business Communications and Smartcom. Alarm and Eftpos would need to be swapped over.</li> <li>❑ MOE - teaching spaces, nearly resolved</li> <li>❑ Cyclical Maintenance - holding off at the moment</li> <li>❑ Weather tightness - GC checking report</li> </ul>	<p>DW to contact other schools. Pending positive feedback we will change over</p>
<p><b>1.6 Correspondence</b></p>	<p>To be discussed:</p> <ul style="list-style-type: none"> <li>❑ Refer Principal's report</li> </ul>	
<p><b>1.7 Board Elections</b></p>	<p>Election of Returning Officer SH moved to elect Debbie Withers as Returning Officer for Board of Trustee elections in September Seconded: JD All agree SH moved that we will be holding our Election on 7th September and we will not be using electronic voting Seconded: JD All agree</p>	
<p><b>2. <u>Monitoring</u></b></p> <p><b>2.1 Principal Report</b></p>	<p>Taken as read. No questions. Strategic dialogue and discussions undertaken as below</p>	
<p><b>2.2 Curriculum, Progress and Achievement</b></p>	<p>Kim Sutton and Tanya Davis presented reports and a slideshow on Collaborative Inquiries - Practise based on evidence. Basic facts - taught to specific needs, creating confidence and a good attitude to math.</p> <p>Reporting - going live on HERO in Week 9</p>	
<p><b>2.3 Property Report and Health and Safety Report</b></p>	<ul style="list-style-type: none"> <li>● Stormwater - in Principal's report, awaiting timeline</li> <li>● Fencing on boundary of housing development - awaiting quotes</li> </ul>	

	<ul style="list-style-type: none"> <li>Shed on bottom flat - GC awaiting quotes for refurbish/recladding of it</li> </ul>	
<b>2.4 Schoolhouse Report</b>	<ul style="list-style-type: none"> <li>Gutters need cleaning out</li> </ul>	SP has a contact
<b>2.5 Finance Report</b>	<p>Monthly financial report is taken as read. Tracking well to date. JD discussed</p> <p>Moved: JD Seconded: SH All in favour</p>	
<b>2.6 Cultural and Community Report</b>	<p>SP has been liaising with Kim Sutton regarding voluntary hours for William Pike students at an event happening in Pukekohe this weekend</p> <p>SP - to contact George Glover regarding cultural performances by the school for events coming up later in the year at Pukekohe Stadium</p>	
<b>2.7 Personnel Report</b>	See Principals Report	
<b>3. <u>Strategic Discussions/Decisions</u></b>		
<b>3.1 Policy Reviews</b>	<ul style="list-style-type: none"> <li>Refer to Principal's report</li> <li>Policies reviewed and relevant staff have checked to make sure correct</li> </ul>	
<b>3.2 Discussion</b>	<ul style="list-style-type: none"> <li>Subdivisions - possibly more subdivisions popping up in our Zone. Discussion on where we sit going forward. As per May minutes we will not be accepting any out of zone enrollments in 2023 (currently accepting applications for Priorities 2-5)</li> </ul>	
<b>3.3 Decisions</b>		
<b>3.4 E-Motions</b>	Nil	
<b>4. <u>Publicly</u></b>	Motion:	Time in: -

<p><b><u>Excluded Business</u></b>  <b>4.1 Commercial Sensitivity (if required)</b></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.  All in favour</p>	<p>Time Out: -</p>
<p><b>4.2 Personnel (if required)</b></p>	<p>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</p>	<p>Time in: 6.15pm  Time Out: 6.25pm</p>
<p><b>4.3</b></p>	<p>Confirmation of PEB minutes - None Moved:  Seconded:</p>	
<p><b>5. <u>Meeting Closure</u></b>   <b>5.1 Next Meeting</b></p>	<p>Agenda Items:   8th August</p>	

**Meeting Closed:6.30pm**

**Next Meeting: 8th August**

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

Signed: .....  ..... Dated: 8 Aug 22 .....