

BOT Minutes of Meeting 5th Nov 2024

Meeting Details		
Date & Time	Tuesday 5th November 2024, 5.30 – 7.00pm	
Attendees	Caine Webster (Principal), Libby Tuite (Presiding Member), Simon Jones (Finance), Kate Excell (Staff Rep), Manuela Hodgson (Secretary)	
Apologies		
Meeting Agenda		
Item & Link to Papers	Led By	Action
1. Intro and Admin	Libby	Discuss / Approve
1.1 Welcome / Karakia		
1.2 Present / Apologies	Caine	
1.3 Declaration of Interests		
1.4 Confirmation of Agenda		
1.5 Confirmation of previous minutes Action Points / Matters Arising from Previous Meetings – exception reporting only		
2. Correspondence	Libby	MV: Approve the request for refreshment leave for 2025, Libby, Caine
2.1 Board / School correspondence		Action: Libby to thank and reply to Emma's email.
2.1.1 Claire Jolly refreshment leave letter		
2.1.1.1 Caine is recommending to accept the request		
2.1.2 Email form Emma Woodward		
2.2 Education Gazette		
3. Performance Strategic Direction	Caine	Action: To update enrolment scheme
3.1 <u>Principal's report</u>		
3.1.1 Update enrolment scheme so staff children come up to level 2		
4. Assurance Effective Governance	Libby	Action: Caine to work on a realignment schedule
4.1 <u>Governance schedule</u>		Action: Libby to organise board training
4.2 Bi-election		
4.2.1 Informal meeting once the new board members are elected		
4.2.2 First official meeting with new board members 5th Dec		
5. Assurance Financial Performance	Caine & Simon	Action: Draft budget ready for next meeting Caine, Manuela
5.1 Financial statements Finance <u>Finance</u>		MV Financials for September accepted Simon, Libby
		Action: Libby to draft BOT comms
6. Sub-Committee Reports-Back - Summaries to be prepared for future meetings		
6.1 <u>Property</u>	Caine	
6.2 Fundraising/Playground update	Libby	
6.3 L&C Day		
6.4 Grant application for sunshades outside the learning centre has been approved		
7. Meeting Closure	Libby	Note/Discuss
7.1 Summary of actions (including communications)		
7.2 Items for Next Agenda		
7.3 Review Forward Agenda		



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7.4	Comments on meeting procedures and outcomes	
7.5	Closing karakia	

Open Actions

Actions	Who	Status
To work out a schedule for board assurance	Caine/Libby	Needs to be an agenda item
Principals delegations: Organise a meeting to draft a delegations document. Up to that point and update of enrolment scheme all out of zone enrolments have to be accepted by the board.	Libby and subteam	
To create a Community Connection Role on the board and discuss how we can build on this	Caine	Wait till after by-election
Fundraising - Caine to email a doc to share ideas fundraising priorities to the board, add to the community in our engagement survey and gather ideas from our student leadership group	Caine	Done <u>Fundraising</u>

4/12/24

Libby Tuite
Presiding member

Date