



PAUATAHANUI  
SCHOOL

## Board of Trustees

Thursday 16<sup>th</sup> February 6.30 pm

### 1. Welcome/Karakia Present/Apologies

**Present:** Caine Webster (Principal), Libby Tuite (Presiding Member), Manuela Hodgson (Secretary), Anita Press (Property), Sophie Mexsom (Communication), Rosie Clement (Fundraising), Simon Jones (Finance),

**Apologies:** Kate Excell (Staff Rep)

Election of the presiding member for 2023:

- Libby was the only nomination, and has accepted being elected for 2023  
Thank you Libby for taking on that important role once again.

#### 1.1 Declaration of Interests None

### 2. Confirmation of the Agenda

#### 2.1 Additions General Business

- Financial delegations to be excluding GST  
**MV: Sophie, Libby**
- Fundraising

### 3. Minutes of the previous meeting

**MV: Acceptance of minutes dated 10 November and 8 December 2022**

**Accepted: Sophie, Libby**

### 4. Action List:

Action list is updated

- Discussed and updated

### 5. Correspondence:

- Education Gazette

### 6. Principals Report (Items for Information)

- 10 x ipads to be purchased  
**Action: Caine to ask Aiscorp for a quote.**

- TOD 6th April? All schools are getting a TOD for 24th April (whole kahui ako)
  - Waiting for the ministry to confirm  
Could be part of BOT comms - Caine to send to Sophie, additional communication around what teachers do in the holidays.
  - Caine reports about professional development, especially the session with Ellie about managing tricky behaviours.  
**Action: Caine to share behaviour guideline with parents.**
  - **Action: Caine to send a draft for community consultation for the new strategic plan**
  - Policies (Sophie to help with the school docs)

### **MV Accept principal's report Sophie, Libby**

**7. Finance:** Figures for November and December 2022 P&L, Invoice report, balance sheet and uncommitted funds

### **MV: Accepted November and December Finances Simon, Sophie**

**2023 Budget** - Caine explains a few unusual expenses planned (performing arts/production)

- We expecting an Ops grant increase due to roll growth and other factors

**Action: Caine to investigate for the roll growth and expected contribution towards equity pay.** The Board will approve by email once amendments done

- discussions around getting parents to contribute
- Pottys to ask parents for more support
- uniform branding (Anita to investigate sponsorship)

### **8. Health & Safety**

See accident register.

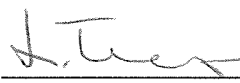
### **9. General Business**

- Donations: EQI equity index to be explained to parents  
\$ 150  
\$75 (third child or more)  
Sophie to include in BOT comms (likely to increase in the following years)
  - Communication
    - Calendar of events
    - Community Consultation
    - Driveway
    - Sophie to send a draft
- Fundraising (Lamb & Calf Day)

- Fundraising committee (Rosie to coordinate and kick off)
- Create a fundraising email

Meeting finished at

**Next meeting Wednesday 22nd March 2023**

Presiding Member: 

Date: 2.5.23

