



Board of Trustees Meeting Minutes 11th December

Board meets 3rd & 8th weeks of term
 Quorum consists of at least half the members

Meeting Details			
Date & Time	Thursday 11th December 2023, 6.30 – 8.00pm		
Attendees	Caine Webster (Principal), Libby Tuite (Presiding Member), Anita Press (Property), Rosie Clement (Fundraising), Simon Jones (Finance), Kate Excell (Staff Rep), Sophie Mexsom (Policy, Risk, & Communication), Manuela Hodgson (Secretary)		
Apologies			
Meeting Agenda			
Item & Link to Papers	Led By	Action	Resp/Time
1. Intro and Admin 1.1 Welcome / Karakia 1.2 Present / Apologies 1.3 Declaration of Interests 1.4 Confirmation of Agenda 1.5 Confirmation of previous minutes <u>BOT Meeting Minutes 25th October.docx</u> 1.6 Action Points / Matters Arising from Previous Meetings – exception reporting only	Libby	MV Accepted Anita, Libby	
2. Correspondence 2.1 Board / School correspondence 2.2 Education Gazette	Libby	Email from parent to BOT regarding communication: - Caine to contact parent - Put guidelines in writing - Provide feedback of actions to community Letter from Kainga Ora No actions atm	Caine Caine
3. Strategic Direction 3.1 Update on approach to strategic plan	Caine		
4. Performance Student Progress & Achievement 4.1 End of year student achievement data 4.2 End of year structured literacy report 📄 Structured Literacy Report 2023	Caine	Achievement Data to be presented in first meeting 2024	Caine
5. Performance People & Capability 5.1 Staffing capacity and student enrolments 5.2 Staff capability development	Caine		
6. Assurance Effective Governance - Board Self Review (Sophie - 20 mins) - Chair's view of 2024 (Libby - 10 mins)		Investigate pre-term elections Sophie to summarize and share with BOT BOT Comms to go out before end of the year Community evening organising	Caine Jan meeting Sophie Libby Libby, Caine



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7. Assurance Financial Performance 7.1 Financial statements October https://drive.google.com/drive/folders/1bz1hzP4uqj33FpYCl4DER1QSOerGabYb?usp=drive_link 7.2 Finance Budget 2024	Caine & Simon	Check if electrical tagging needs to be done every year MV Oct finances Simon, Libby Finalize and approve in Feb	Caine, Manuela
8. Sub-Committee Reports-Back 8.1 Fundraising and fundraising for 2024 8.2 Lamb & Calf Day 8.3 Property sub-committee summary	Rosie Libby Anita	BOT to set a target and purpose beginning of the year MV To approve installation of permanent wall between room 10 and hall and whiteboard. Whiteboard = fixed asset and can be depreciated Costs \$13000 Libby, Simon	
9. Any Other Business 100 Day Plan & implications for 2024 planning	Libby		
10. Meeting Closure 10.1 Summary of actions (including communications) 10.2 Items for Next Agenda 10.3 Review Forward Agenda (Governance Schedule) 10.4 Comments on meeting procedures and outcomes 10.5 Closing karakia	Libby		

Open Actions

What	Who	When
Electrical Tagging	Caine, Manuela	Looking into cheaper options
Communication improvement	Caine	
Achievement Data	Caine	February Meeting

Completed Actions

What	Who	Info
Investigate mid term board elections	Manuela	https://www.schoolboardelections.org.nz/board-resources/staggered-mid-term-elections/



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Community event	Caine, Libby	Meet the teachers/picnic

Date: 15.2.24 Presiding Member: 

