

Board of Trustees Meeting Minutes 3rd August

Meeting Details	
Date & Time	Thursday 3 August 2023, 6.30 – 8.00pm
Attendees	Caine Webster (Principal), Libby Tuite (Presiding Member), Manuela Hodgson (Secretary), Anita Press (Property), Rosie Clement (Fundraising), Simon Jones (Finance), Kate Excell (Staff Rep), Sophie Mexsom (Policy, Risk, & Communication) ¹
Apologies	None

Meeting Agenda			
Item & Link to Papers	Led By	Action/Motion	Time/Who
1. Intro and Admin 1.1 Welcome / Karakia 1.2 Present / Apologies 1.3 Declaration of Interests: None 1.4 Confirmation of Agenda 1.5 Confirmation of previous minutes <u>Minutes 22 June 23 draft.pdf</u> <u>In Committee Minutes 22 June 2023.pdf</u> 1.6 Action Points / Matters Arising from Previous Meetings – exception reporting only <u>Action List 2023 - August Meeting.pdf</u>	Libby	Accept minutes: Rosie, Sophie	
2. Correspondence 2.1 Board / School correspondence 2.2 Education Gazette	Libby		
3. Proposed adjustments to Board meetings 3.1 New agenda: 3.1.1 Libby gives a background as to why we are looking at the redesign of the governance schedule and agenda. 3.1.2 Discussions around the role of the BOT/principal/staff (Operational vs governance) 3.2 Proposed Governance Schedule & Policies (pp2-3) 3.2.1 Sophie presents her draft and proposes to use and update for 2024 3.3 Proposed Agenda Template (p4-5) 3.4 Implications for Board and Principal	Sophie	Financial Delegations document to be presented <u>Delegations Caine Webster.pdf</u>	Manuela
4. Strategic Direction 4.1 Update on approach to strategic plan <u>Strategic Goals</u>	Caine		
5. Performance Student Progress & Achievement 5.1 Principal's Report	Caine	Report of comparative data with other schools. Wider view of student achievement Add into governance schedule student achievement for ORS	Caine

¹ I'm proposing to add these portfolios (doesn't have to be formal - just so I can develop this bit of work)

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		and in class support students	
6. Performance People & Capability Community consultation - BOT comms 6.1 Staffing capacity and student enrolments 6.2 Staff capability development	Caine	How to measure staff wellbeing Release time increase effect on our school Community consultation: Report back to Families in BOT Comms Define actions Enrolment policy check	Meeting 7/8 Sophie Meeting 8 Caine Sept meeting Sophie Caine Sophie
7. Assurance Financial Performance 7.1 Financial statements https://drive.google.com/drive/folders/1BJWd4j3ib_mt1o42-7N9M3-Bv7q14md?usp=drive_link 7.2 Finance	Caine & Simon	<u>Accept June finances: Simon, Sophie</u> Organise Accounting for Schools to speak to BOT	Manuela
8. Assurance Strategic Risk Management 8.1 Risk Radar overview discussion2 8.1.1 deferred	Sophie & Caine		
9. Health, Safety, and Wellbeing 9.1 Students 9.1.1 Hazard register - maintenance register/schedule/strategic risk 9.2 Staff 9.2.1 Good team building initiatives	Caine	Create and share a maintenance register/schedule	Caine
10. Sub-Committee Reports-Back 10.1 Fundraising (incl Lamb & Calf Day) 10.1.1 Rosie update 55 tickets sold, more sharing 10.1.2 L&C - Libby reports, about sponsorship, volunteers, booklet (Sophie), Traffic management in the process 10.2 Property	Rosie, Anita	Organise a property meeting (Anita/Caine)	Anita/Caine
11. Any Other Business 11.1 Board communication (privacy, confidentiality) 11.2 School Swimming 11.2.1 Discussion about the cancellation and financial impact of school swimming 11.2.2 School docs	Libby	Password protect In Committee minutes when shared Review and proposal for the swimming programme Policy review for term 3	Manuela Caine by end of 2023 All board
12. Meeting Closure 12.1 Summary of actions (including communications) 12.2 Items for Next Agenda 12.2.1 PAR Camp 12.2.2 Review Policies 12.3 Review Forward Agenda (Governance Schedule)	Libby	Next meeting 7th Sept	



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12.4 Comments on meeting procedures and outcomes			
12.5 Closing karakia			

Date: _____ Presiding Member: 

