

Board of Trustees

Wednesday 22nd March 2023 6.30 pm via Zoom link

1. Welcome/Karakia Present/Apologies

Present: Caine Webster (Principal), Libby Tuite (Presiding Member), Anita Press (Property), Sophie Mexsom (Communication), Rosie Clement (Fundraising), Simon Jones (Finance), Kate Excell (Staff Rep)

Apologies: Manuela Hodgson (Secretary),

1.1 Declaration of Interests

None

2. Confirmation of the Agenda

2.1 Additions -

- General Business
 - fundraising
 - securely destroying archived documents

3. Minutes of the previous meeting

MV: Acceptance of minutes dated 16th of Feb 2023

Accepted: Caine, Simon

4. Action List:

Action list is updated

- Old bell - Rosie's dad can do it, Brett has the parts. **Action for Libby to message Brett to bring the bell part back to school**
- Shade sail - Anita's contact in Auckland said freight will kill it. Re the 'Nice to have' shade sail - **Action: Caine to share the quotes with Rosie for a possible fundraising target**
- Completed - Pam QE2 quote info Anita send to Libby
- Simon finance check - tbd this week Simon will get in touch with Manuela
- Kathryn Berkett evening - in the process **Action: Caine to confirm with SLT and send out before the next meeting.** Ticket prices tbc
- NZ uniforms Merch online The quote for the polo shirt exactly the same with the website, 3 options for delivery, collect from school, from the shop or sent home, total

cost 32.35 (30% discount and we can market them to be what we want) All items available. They have sharpened up our logo. Current price is 35. Takes the admin away from the office and we can set it up so every term there is a purchase window. Local business. School not holding stock. The new entrants discussion around that.

ACTION - Anita to get quotes for the rest of the uniform and discuss with Manuela

MV: No longer provide a free polo shirt to new students - Libby, second Simon

- Fundraiser committee - 13 people keen to help out **Action: Rosie to set up an initial meeting with a few goals, spread the load across the year.**

5. Correspondence:

- Education Gazette

6. Principals Report (Items for Information)

Calendar of events for EOTC moving forward

Recommendation to the bot sensory quiet space -

Action: Caine to provide a proposal to the board with related costs for the sensory quiet space

Website proposal - budget is under board promotions -

Actions

- Sophie to share with Caine format for rfp tomorrow discussed need to add selection criteria
- Libby to discuss with Rachel for transparency in the process MOE standard rfp process 3 quotes and she is welcome to resubmit
- Caine to send out to the school community on Educa and on the school facebook page.
- Caine and Sophie to confirm Deadline

Reverse evacuation

Actions: Caine to contact Steve (Sophie's husband) re contingency planning

Excess furniture

Action: Caine to ask penny re contacts re our excess furniture for hawkes bay, next step check in with Sophie

Septic tanks

Action: Simon to look into getting the tanks removed and what they are worth

Policies

Action: Sophie and Caine met to go through the policies - by end of school holidays

Statements of variance

- Deferred to the first meeting next term with the annual plan (add to next agenda)

MV: Accepted Principals report Libby, Sophie second

7. Finance: Figures for January and February 2023 P&L, Invoice report, balance sheet and uncommitted funds

- Phasing over the year better reflect
- There is \$192000 in uncommitted funds from admin upgrade- **Action: Caine to follow this up**
- Confirm if there is anymore payments for admin upgrade
- If there is left over - term deposit

MV: Accepted January and February Finances, Libby, Simon

8. Health & Safety

See accident register.

9. General Business

- MV: Archived documents to be securely destroyed - MV Libby Seconded Anita

- **Lamb and calf day info pack -**

Action: Libby to send a timeline to Sophie to get pack out in term 2

Meeting finished at 8.30pm

Next meeting Thursday 11th May 2023

Presiding Member:  Date: 11/5/23.

