

## Board of Trustees

Thursday 11<sup>th</sup> May 7.00 pm

### 1. Welcome/Karakia Present/Apologies

**Present:** Caine Webster (Principal), Libby Tuite (Presiding Member), Manuela Hodgson (Secretary), Anita Press (Property), Rosie Clement (Fundraising), Simon Jones (Finance), Kate Excell (Staff Rep)

**Apologies:** Sophie Mexsom (Communication)

#### 1.1 Declaration of Interests None

### 2. Confirmation of the Agenda

#### 2.1 Additions General Business

- STA Feedback regarding board responsibility for education outside the classroom activities
- Uniforms
- In Committee items

### 3. Minutes of the previous meeting

**MV: Acceptance of minutes dated 22nd March 2023**

**Accepted: Libby, Simon**

### 4. Action List:

Action list is updated

Updates for action list:

- Caine to find out if an information session with
- Uniform items - no more free polos for new starters from 2024

**MV Move to NZ uniforms as our supplier from immediately Libby, Simon**

Polos new sales price \$38, hoodies \$55, bucket hats \$20

- Quiet room, Caine and Kate to visit kimiora and get ideas, quotes

## 5. Correspondence:

- Education Gazette
- Letter from Tainui Hub asking for a plaque for the historic bell  
**Action: The board to respond to Tainui (Rosie)**
- Email from parent (in committee item)

## 6. Principals Report (Items for Information)

### School Website quote

**Action: Caine to respond to website companies, to say that the project is parked for the moment.**

### Playground

**Action: To investigate grant options, Caine, Anita**

### RAMs forms/Risk assessment board responsibility

This has been discussed. From now on we will be making sure that risk assessments are tabled and reported to the board in each meeting.

**Action: Caine to include the table in the principals report**

### Annual plan and community consultation

**Action: Board to go through and come back with comments, questions. This is to draft a new strategic plan. 25 May**

**MV Accept principal's report Rosie, Kate**

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

**MV: Accepted March Finances Simon, Anita**

## 8. Health & Safety

See accident register.

## 9. General Business

Meeting finished at 09.00pm

### Next meeting

Presiding Member:  Date: 22.6.23