



# Board of Trustees Meeting Minutes 25th October

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

		Next step: strategic goals	Sophie to lead in Dec meeting
4. Performance   Student Progress & Achievement 4.1 <b><u>Principal report October 2023</u></b>	Caine	Structured Literacy PLD is moving into writing. We are trying to secure funding for this. Caine will share assessment data at next meeting BOT will receive summary from another principal in Caine's learning group Accept Libby and Sophie	
5. Performance   People & Capability 5.1 Staffing capacity and student enrolments 5.2 Staff capability development	Caine	Sharon had to reapply for her AST role and got accepted.	
6. Assurance   Financial Performance 6.1 Financial statements 6.2 Finance <a href="https://drive.google.com/drive/folders/1Z9AhbWTcB7XeriTBcMfxWRtuopRg5hX3?usp=share_link">https://drive.google.com/drive/folders/1Z9AhbWTcB7XeriTBcMfxWRtuopRg5hX3?usp=share_link</a>	Caine & Simon	Simon will send through some questions and Caine will come back by next meeting  MV Reports and payments approved Simon, Libby	
7. Sub-Committee Reports-Back 7.1 Fundraising and fundraising for 2024 7.2 Lamb & Calf Day  7.3 Property  7.4 Briefing for incoming government	Rosie Libby Anita	Rosie suggests to combine L&C day with all other fundraising activities as a subcommittee or PTA BOT would like a comparison outlined. Table showing pros and cons Rosie to ask Tanya Libby gave an update of L&C day organisation Waiting for quotes to do the first roofing projects Musical instruments - Anita to consult with the neighbours, install after L&C Sandpit by the watertanks - Anita to draft Playground several parts can be fixed - Anita to follow up NA	
8. Any Other Business	Libby		
9. Meeting Closure 9.1 Summary of actions (including communications) 9.2 Items for Next Agenda 9.3 Review Forward Agenda ( <u>Governance Schedule</u> ) 9.4 Comments on meeting procedures and outcomes 9.5 Closing karakia	Libby		



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## Action List

What	Who	When	Status
Conflict of interest Shaun O'Hagan	Manuela to talk to Mel about the invoices of their company should not be processed by Mel.	asap	completed
Rochelle's refreshment leave	Caine to inform Rochelle	asap	completed
Training for staff and communication about parent-staff expectations	Sophie to organise training with Steve	Early 2024	
Strategic Plan	<ul style="list-style-type: none"> <li>- All BOT to familiarize with documents</li> <li>- Sophie: Strategic goals</li> </ul>	asap	
Assessment Data	Caine to share		completed
Finance	<ul style="list-style-type: none"> <li>- Simon to send through queries</li> <li>- Caine to clarify</li> </ul>	asap once received from Simon	completed
Subcommittees	Fundraising Property		

Date

11.12.23

Presiding Member

