

Board of Trustees

Thursday 16th September – 18.30 pm



1. Welcome/Karakia

1.1. Present/Apologies

Present: Caine Webster (Principal), Brett Hall (Chair), Maria Breuss-McBride (Staff Representative), JoAnn White (Property), Manuela Hodgson (Secretary), Simon Jones (Finance), Libby Tuite (Health and Safety), Kate Excell (Deputy Principal)

Apologies: Kate Scott (Cultural Competence)

2. Declaration of Interests

None

3. Confirmation of the Agenda

3.1. Additions

3.1.1. Student achievement data

4. Minutes of the previous meeting

MV: Acceptance of minutes dated 12 August 2021

Accepted: Brett, Maria

5. Action List:

The action list is updated.

- Grant application is ok for Kate S to go ahead.

6. Correspondence:

- Education Gazette
- Email from parent regarding lamb & calf day cancellation

Acknowledged and noted the concerns in the community.

7. Principals Report (Items for Information)

- Kathryn Berkett event – postponed with new date on the 17 Nov. This will be a fundraising event

Discussions around details and more planning needed.

- Board discussions to give \$50 vouchers to all staff to say thank you for their work during lockdown (out of board expenses) Kate to organise

MV: Libby, Simon

- Discussions around appraisals for learning coaches to start in 2022
- ½ hr per learning coach per fortnight to be paid by the board to allow for meeting time
- Admin upgrade: Feedback from Dean (MoE) “there is no money” for admin buildings.

- Caine to discuss with Dean about 10-year plan (find out if the driveway is a health and safety issue)

MV: Accept the principal's report: Brett, JoAnn

8. **Finance:** Figures for August accepted: P&L, Invoice report, balance sheet and uncommitted funds

MV: Brett, JoAnn

- Financial situation discussed. Impact on the school from cancellation of lamb & calf day, unpaid donations, swimming and camp invoices. Continued monitoring but no further action needed at this time.

9. **Health & Safety**

- Wellbeing after lockdown for staff and students is a priority. Everyone has been settling in fine.

10. **General Business**

10.1. **Principal goals/appraisal**

- Caine to get feedback and advise from his new principal mentor
- Full appraisal next year
- Get feedback from Jan (ERO)
- Caine to contact appraisers and pick one for next year

10.2 **Ratify the resolution to cancel lamb & calf day during zoom meeting.**

10.3 **Appendix: Priority student identification and tracking**

- Different categories explained
- Achievement data
 - o Kate explained how she works with small groups on structured literacy to show results before rollout to classes
 - o Kate to define the period that's needed to achieve results, then report back at a certain deadline

10.4 **Potty Planters: Add value to the plant day**

Next meeting Thursday 4th November 2021

Chairperson:  (Brett Hall)

Date: 3/11/21