

Board of Trustees

Tuesday 8th December 6.30 pm



1. Welcome/Karakia Present/Apologies

Present: Caine Webster (Principal), Libby Tuite (Presiding Member), Kate Excell (Staff Rep), Anita Press, Rosie Clement, Simon Jones via Zoom (Finance),

Apologies: Manuela Hodgson (Secretary), Sophie Mexsom

1.1 Declaration of Interests

None

2. Confirmation of the Agenda

2.1 Additions

None

2. Minutes of the previous meeting

- As the board secretary wasn't present, it was decided that the November minutes will be reviewed in the first meeting in 2023

4. Action List:

Some additions and comments

- Shadesales quote: Very expensive. Second quote required
Discussion about a working bee and purchasing ready made shadesails from Mitre10 or similar

Action: Anita to get in touch with her contact for another opinion

Actions Manuela: - Links in the agenda to other documents

- Bark to be delivered in 3 smaller lots
- Delegations paper to be shared to the board

5. Correspondence:

- Education Gazette

6. Principals Report (Items for Information)

Recommendations Furniture purchase for classroom furniture 7725.88

MV approved Libby, Anita

- **Action:** Website redesign to go to Tender. Caine to approach companies and draft a proposal for the first meeting in 2023

- Action - Ipads - simon to send the email to Caine re conditions of lease
- Action Caine to share his Principal appraisal at next year's first meeting - this needs to be paper based and will be handed back in

Caine decided not to present the draft budget - it needs to be accepted in Feb biggest thing is managing pay increases to LC's and support staff.

- Driveway: Libby moved that we accept Quote from PCL - \$43 141.10 and get the work done before the start of next year. This will include a speed bump by the gate. (get him to check water and drainage)

MV to accept quote from PCL for resealing the driveway for \$43141.10 and order for the work to be done asap. Libby, Anita

MV Accept principal's report

7. Finance: Figures for October 2022 P&L, Invoice report, balance sheet and uncommitted funds

MV: Accepted October Finances Libby, Simon

- Discussion re the voluntary school donation
bullet point what they are for and let the parents know
- Query re the Lamb & Calf Day merchandise - did it make money?

Action: Manuela to put that together for Feb meeting

- Lamb and Calf day - sound and electrical - invoice had to be paid will not be used for next year.

Action: Anita to follow up with Pam from QE2

- Action: Simon to come to school and do his finance checks

8. Health & Safety


No serious injuries

9. General Business

- The board would like a data update more often than twice a year. Caine and Kate will work out what this could look like.
- **Action – Caine to look into organising an information evening for parents with Kathryn Berkett**
- Explore as a board - Quiet spaces, Extra teachers
- **Action: Libby to share with Manuela a different closing karakia for next meeting**

Meeting finished at

Next meeting Thursday 16th Feb 2023 18.30

Presiding Member: 

Date: 16.2.23

