

Board of Trustees Meeting Minutes 7th September

Meeting Details			
Date & Time	Thursday 7 September 2023, 6.30 – 8.00pm 13th September 6:30-8pm		
Attendees	Caine Webster (Principal), Libby Tuite (Presiding Member), Anita Press (Property), Rosie Clement (Fundraising), Simon Jones (Finance), Kate Excell (Staff Rep), Sophie Mexsom (Policy, Risk, & Communication)		
Apologies	Manuela Hodgson (Secretary),		
Meeting Agenda			
Item & Link to Papers	Led By	Action	Time
1. Intro and Admin 1.1 Welcome / Karakia 1.2 Present / Apologies 1.3 Declaration of Interests 1.4 Confirmation of Agenda - 1.5 Confirmation of previous minutes - Anita and Simon 1.6 Action Points / Matters Arising from Previous Meetings – exception reporting only	Libby	Discuss / Approve Sophie to revisit and share the governance calendar Action list -Sophie to work with Manuela before next meeting	10 mins 6.30-6.40pm
2. Correspondence 2.1 Board / School correspondence 2.2 Education Gazette	Libby	Note Year book - Rosie will draft an entry from the board	5 mins 6.40-6.45pm
3. Strategic Direction 3.1 Update on approach to strategic plan	Caine	Needs to be submitted by the 1st of march work around the vision and values has been done with the vision and values with whole staff BOT strategic workshop meeting Thursday 21st 6:30pm	5 mins 7.05-7.10pm
4. Performance Student Progress & Achievement 4.1 Principal Report 4.2 Priority student identification 4.3 Learning Support overview	Caine	We will review the enrolment scheme on an annual basis, starting this year (out of cycle). Decision by end of term 3 by start of term 4. Not accepting 3 out of zone enrollments for 2024. No Ballot for 2023 Leave without pay request for Jen Cooze - The Board approved in principle the request for ten weeks leave, subject to the school's successful recruitment of a suitable appointment to cover	5 mins 7.10-7.15pm

		<p>the full period of the leave, noting that the precise timing of leave is to be mutually agreeable to all parties. Should this condition not be confirmed as met by the final Board meeting of 2023, this approval is revoked.</p> <p><u>Proposed dates for 2024</u></p> <p>Moved to approve option 2 Libby accepted by - Sophie and Anita</p> <p>Moved principal report is accepted - Sophie Simon seconded</p>	
5. Performance People & Capability	Caine	Note	5 mins
5.1 Staffing capacity and student enrolments		Caine to talk to Mark Sweeney around best practice for appraisals - Does he need to switch providers?	7.15-7.20pm
5.2 Staff capability development			
6. Assurance Financial Performance	Caine & Simon	Note/Discuss	5 mins
6.1 Financial statements		Simon to check on term deposits with Manuela when she returns from leave.	7.20-7.25pm
6.2 Finance		Approved the invoices for July - Simon and Sophie	
7. Assurance Strategic Risk Management	Sophie & Caine	Discuss/Approve	10 mins
7.1 Risk Radar overview discussion			7.25-7.35pm
8. Health, Safety, and Wellbeing	Caine	Discussed new student in room 4 and the need for learning coach to support the classroom and teacher.	5 mins
8.1 Students			7.35-7.40pm
8.2 Staff			
9. Sub-Committee Reports-Back	Rosie, Anita	Cyber safety evening - Rosie and Caine to meet and discuss further re venue and ticket price	10 mins (total)
9.1 Fundraising (incl Lamb & Calf Day)			7.40-7.50pm
9.2 <u>Property Update</u>			
9.3 Other			



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		Preliminary discussions around Lamb and calf day 2024.	
10. Any Other Business	Libby	Note/Discuss	5 mins 7.50-7.55pm
10.1 PAR Camp 10.2 Review Policies 10.3 Community consultation: 10.3.1 Report back to Families in BOT Comms 10.3.2 Define actions 10.4 Enrolment policy check			
11. Meeting Closure	Libby	Note/Discuss	5 mins 7.55-8.00pm
11.1 Summary of actions (including communications) 11.2 Items for Next Agenda 11.3 Review Forward Agenda (Governance Schedule) 11.4 Comments on meeting procedures and outcomes 11.5 Closing karakia			

Date: 25.6.23. Presiding Member: 

