

## BoT Minutes February 26th 2019 @ 6pm

### 1. Administration

1. Roll call : Present - Kris, Matt, Jackie, Jo, Elaine, Gary, Ines  
Absent: Eve
2. Declaration of interests n/a
3. Confirmation of previous minutes : Passed unanimously
4. Correspondence  
APIS Schooling Futures Discussion guide  
NZSTA AGM announcement (14th July)
5. Meeting planning

### 2. Matters arising

1. Review Online file structure - **Jo & Matt**  
Reviewed yesterday, Jo to continue with re-structure
2. Share future principals performance agreement template - **Matt & Eve**  
Done. Matt to check that parent feedback happens before last part of this - check added to workplan. BoT agree to this template unanimously
3. Charter finalisation: Approved unanimously
4. Send schedule of attendance dues and donations to Whanau - **Eve**  
Check with Eve if this has happened.
5. Look up election process and add into work plan - **Matt**  
Done. Thank you. Jackie to ask Fay if she will be returning officer for us again this year.
6. **Gary** to invite Elaine to Storypark  
Done - Thank you! Elaine enjoying this
7. **All** - 3 Policies to review .  
Ines will review Meeting Policy & Procedure docs to ensure clarity (are the old documents still valid? Does the new document replace or add to the old?) We will review this policy/procedure at our next meeting.

### 3. Discussions & Decisions

1. Schooling futures Response  
Began discussion about this. Proprietors questions to be taken back to Proprietors.
2. Update on Student Enrollment  
We have had 3 new enrolments. Eve to contact next families on the list. Also to bear in mind any children of potential Teaching staff. Eve to query what our legal rights are.
3. Update on Staff Hiring  
refer Principal report. Staff hiring group to decide next steps/timing. could do update online?
4. Health Syllabus  
Deferred until Eve present.
5. **Annual Report approved, to MoE by 31/03 Deferred - not received yet.**
6. Set Milestones for Playground Rebuild:  
2 quotes have been given. Playco Kumeu currently seems the best option.  
Fort is okay condition and we can attach to it - may be some minor changes required to bring to code if we attach new equipment? Need to re-treat the feet of the fort.  
We could now begin application process for funding with these quotes and hopefully the last one will be in soon. E.g. Trusts.  
Jackie to ask Kirsty if see can be involved in applying for grants and finding out the timing for application approval etc around this. Ines to set up Google doc listing possible grants and timing (don't want anything longer than a month). Once grant timing is known,

Jackie and/or Kirsty to report back and BOT to decide on our next steps - whether to pursue this or just go ahead with what we are able to. Jackie and/or Kirsty? to report back to BOT within 2 weeks so we can make decision.

4. Monitoring

1. Property maintenance
2. Financial Update
3. Principal's report

\*RABS form approved unanimously with small alteration to fins criteria.

\*Eve proposal: That we agree to pay \$872.00 to TELA (the remainder of the lease), and to retain the laptop for school use. There is no money in the IT budget but I think it is sensible to do it anyway. In years past we have done so. BOT agrees unanimously. BOT to add this to our budget when we review it.

4. Proprietors report

Bins are on the way! Finally after much ado from council.

Mis-match on vetting procedures - police will not vett residents.

Lighter flush load from new loos will help with septic - smelling currently may be due in part to drip line in dry weather.

Shower not to be used until lino fixed as it leak may affect structure. Eve to please let parents know. BOT requests that Proprietors to replace lino (perhaps at same time as bathroom upgrade?)

Mouldy carpet in Library can be cut out (about foot wide under selves). Eve to action.

Chickens haven't been an issue so far this year.

5. Meeting Closure

1. Identify agenda items for next meeting
  - Health Syllabus
  - 3 Policies to review
  - Schooling futures Response
2. Confirm date for next meeting
  - Wednesday 27th March 6pm
3. Comments on meeting procedures and outcomes
  - Appreciate finishing on time.
  - Thank you to Matt for Pizza.