

BoT Meeting Minutes August 31 2022 @6:30-9pm VIA ZOOM Minutes: Eve	Led by	Time (mins)
<p>1. Administration</p> <p>1.1. Roll call Elaine, Shaun, Eve, Jackie, Elanor, Gary Apologies: Robert (in Canada)</p> <p>1.2. Declaration of interests nil</p> <p>1.3. Confirmation of previous minutes Eve asks that this be deferred as she did not read them</p> <p>1.4. Correspondence In: Teachers Gazette Correspondence Out: Eve to Worksafe re Beth Butler (contravening driveway safety) Shaun to Beth Butler (contravening driveway safety; gate to be locked when her car is parked at Keith's during school hours)</p> <p>1.5. Meeting planning</p>	Shaun & Jackie	20
<p>2. Matters Arising</p> <p>2.1. Review of actions from previous minutes</p> <p>2.1.1 See Principal's Report.</p> <p>2.1.2 Special Character meetings: See Principal's Report. Group is thinking of holding the initial meetings in the upcoming school holidays. Elaine will be a resource person for the group, which will comprise Sally, Shaun and Eve.</p>	Shaun	10

3. Discussions & Decisions		
<p>3.1. <u>Resolution of Useful Life of Assets 2022</u> Eve: Resolution: I propose that the Board of Trustees accept the 2022 depreciation schedule for the Useful Life of Assets 2022. Tabled and accepted. EVE TO TELL DAVID</p> <p>Elanor: how do we build our depreciation into our budget? (Putting money aside to replace assets). Jackie: we don't pay tax; depreciation is accounted for in the budget.</p>	<p>Eve 20</p> <p>Shaun/Eve 5</p> <p>Eve 15</p> <p>Eve 15</p> <p>Eve 15</p>	
<p>3.2. <u>Board Elections Update</u> Fay has informed all the parents about the upcoming nominations (cut off date 14 September), and she has put nomination forms and information into the family pockets. Eve updated the flier about the role and this was handed out today as well. Elanor: some parents were dropped off the mailing list sent by Shaun. SHAUN TO DO: UPDATE SCHOOL MAILING LIST Elanor offers to help.</p>	<p>Eve/Jackie 15</p> <p>Eve 5</p> <p>Jackie 20</p> <p>Sean 10</p>	
<p>3.3. <u>Parent involvement in property</u> This is in process–sign up sheet on the front door; about half the parents have signed up for something. Discussion: <i>Eve: should it be a requirement to care for an area of responsibility?</i> <i>Elanor: should the school pay for a cleaner rather than asking parents, and then we can ask parents to do this. The areas of responsibility feel more relevant to parents. Most mums now are working and most families are paying the cleaner rather than cleaning.</i> <i>Jackie: as less parents are actually doing cleaning, less parents care about the space, and don't tidy it while on session, and particularly at the end of the day. Less buy in from the kids to do the cleaning as well.</i> <i>Elaine: kids took Fay's boxes and ripped them up and strewed them around the driveway. She asked Aneirin to pick them up and he said "why should we?" in a rude tone. This was disturbing.</i> <i>Shaun: lots of kids currently avoiding clean up time and no consequences, it's hard on the responsible ones.</i> <i>Shaun: Give some of the jobs to adults e.g. kitchen and art room. Support those that are doing the jobs in concrete ways e.g., put the good workers like Eli and Xav together.</i> <i>Eve: we need to focus on getting a balance of children–right now we have more neurodiverse children and children with negative learning behaviour in the big room than neurotypical and children with positive learning behaviour.</i></p>		

Let's ask the parents whether they would prefer an Area of Responsibility or the cleaning?

Jackie: cleaning costs \$7,000 a year and right now this is paid by the parents.

Elanor: Playcentres are now getting cleaners in.

We will mull this over and bring it up with the parents.

3.4. Special Character

Y0-1: New entrant teacher-aide. Need for this to give beginning children needs-based new entrant level, what they need and to support Kate.

7.25pm: Discussion in committee. 7.48 out of committee

All agree to hire a new entrant teacher-aide a.s.a.p. until the end of the year, and likely to be ongoing.

3.5. Recent Incident of potential sexual misconduct

Principals Report question. NZSTA did not get back to Eve.

Shaun: we treat parents as unpaid staff and therefore they should be informed. Parents are given the opportunity to share and if they disagree, Principal can and should override this.

All agree. This needs to be communicated to all parents as a policy.

EVE AND JACKIE TO Draft Addendum to Sexual Harrassment Policy to this effect. Bring to the next meeting to approve.

3.6. Fixed Asset Register 2022

Eve: Resolution: I propose that The Board of Trustees approve the Fixed Asset Register 2022, and approve the removal from the register of the old oven from the kitchen.

All approve.

EVE TO DO: PASS ON TO DAVID

3.7. BoT Secretary

Eve to do this task until the new board, at which point she will step down. If no one comes on the board we can ask someone to do it for koha.

3.8. Budget - Mid Year review

Eve and Jackie present the review.

Resolution: that the board approves the mid-year budget 2022 proposed adjustments. Approved unanimously.

EVE TO DO: PASS ON TO DAVID

ALL to Do: start thinking about your contacts for the TA job.

3.9 Policies for Review

3.9.1 [NAG 3 Police Vetting Policy & Procedure.docx](#)

Accepted unanimously with changes.

3.6.2 [NAG 5 Student safety checklist.doc](#)

Deferred for next meeting

<p>4. Ongoing Monitoring</p> <p>4.1. <u>Proprietors report</u> Elaine asks to add (ages 5-8) after the “Years 0-3” entry on the website. EVE TO DO</p> <p>Elaine reports that Keith complained about the minutes not being posted on the website each month. Eve asks Elaine to pass on to him that the June and July minutes were delayed being posted because we have not had a secretary due to COVID disruption and thus the minutes have been delayed. ELAINE TO DO</p> <p>Elaine fills people in on the roadway changes—the council intend to requisition the big tree and bush outside the office area, and the front of the school. We need to get our story about this to the planners and request that they use the paddock next door instead. No parking is planned either and Eve put in a request for this to be added to the plan—but legally parking has to be done on OUR land (we can get funding for it). ELAINE TO WRITE IT, Shaun, Elanor, Eve to support</p> <p>4.2. <u>Principal’s report</u> Still some cleaning up of the school website to do. ERO started process PB4L starting tomorrow.</p> <p>4.1. <u>Parent meeting report</u> N/A no parent meeting Elanor: would be good not to cancel the final meeting for the term.</p> <p>4.3. <u>Property maintenance</u> Everyone looked at the 10YPP draft. Approved, but Elanor and Eve will develop 2024 property tasks in more detail for September finalisation.</p> <p>4.4. Financial Update DONE</p> <p>4.5. Enrollments - Discussion around filling the roll Deferred</p>	<p>Elaine Eve Jackie Jackie Jackie Jackie Eve</p>	<p>20 20 5 10 10 5 5</p>
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<p>5. Meeting Closure</p> <p>6. Did not do these tasks as meeting was already running late</p> <ul style="list-style-type: none">6.1. Identify agenda items for next meeting6.2. Confirm next BoT meeting dates6.3. Comments on meeting procedures and outcomes	All	5-10
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