

BoT MINUTES Tuesday July 11 2023 @6:30 pm

1. Administration

Chairperson: Shaun

Minutes: Eve

- 1.1. **Roll call** Shaun, Eve, Elaine, Kerry, Elanor, Gary
- 1.2. **Karakia**
- 1.3. **Declaration of interests** Shaun is on the BoT and Eve has invited him to teach at Timatanga School from 25 August (see below)
- 1.4. **Confirmation of previous minutes** -June
TO DO ALL: read and approve by Friday morning
- 1.5. **Correspondence In**
Letter to BoT chair from Kate Winn, registering her resignation
MoE Gazette
MoE Te Mahau: Update; Code of Conduct for boards
- 1.6. **Meeting planning** adapted to Elanor's suggestion.

We read the new Code of Conduct and discuss it

Discussion re. New Code of Conduct from Te Mahau and how it compares with our existing Code of Conduct. Should we move to the new one or should Eve put them both together?

TO DO: Eve to put both our old CoC and the new CoC together for all to sign, Eve to also link to our Special Character Policy and link to the job descriptions of the different roles held by BoT members on NZSTA.

We understand that we are bound by the new one now, as of 21 June 2023; ours is supplementary to the new one.

All agree.

2. Matters Arising

2.1 Give BoT the waiting list (in GDrive; name, gender, age only)

Intention behind this request: the principal gives the board prospective candidates in advance to assist us in our strategic planning re. roll increase mahi, and to be in accordance with our current enrollment procedure.

EVE TO DO this week, once she has updated it.

2.2 10YPP *deferred*

2.3 strategy update

BoT membership: parent rep (we need one more)

In committee 7.08pm; out of In Committee 7.12pm

BoT membership: proprietor's rep; check-in with Elaine

Elanor: how is your health? Are we still needing to look at doing without you on the board for some time?

Elaine: Doing ok at the moment, but check in again in August after meeting with the cardiologist.

3. Discussions & Decisions

3.1 MID Year BUDGET REVIEW

Discussion of the budget review document by Jackie and Eve:

Printing and photocopying has gone up dramatically. Primary reason for this is portfolios for the kids in Kate's room. Parents expressed a lot of appreciation for these at the last parent meeting; kids have really enjoyed sharing them as well in this accessible format.

Some parents asked for these for their kids in the big room, too.

Eve: Storypark is much cheaper—if we go back to printed out portfolios it will cost an extra \$1,000 or so p/a.

Kerry: check out the SP analytics for use, which posts were engaged with etc.

Eve: ideally we should have both as both serve different purposes. Group stories on Storypark, and individual stories on Storypark and in portfolios. Originally we went from printed to Storypark to save money, but it has other advantages: parents can post stories and share too, comments from parents can be shared, we can tag stories to NZC and our curriculum.

Assets/Shed: Elanor proposes not to count the shed in the budget as it will be an Asset.

JACKIE TO DO: find out about depreciation rates for the shed

Elaine: we need to pay Kerry for assembly time for the shed. Discussion, all agree.

EVE or JACKIE TO DO: add to the budget R & M buildings.

PLD: Elanor suggests NOT reducing the PLD amount—use it for Eve to go to AUSDEC

Discussion: need for Eve to go to inspire her, networking and to raise the school's profile once again.

EVE TO DO: research cost of AUSDEC; consider speaking (has been invited); put proposal to the board for next meeting

Decision: Mid-year Budget adjustment document is approved by all with the following changes:

- Remove shed as it is an Asset
- Add Kerry's labour for assembling shed (into R& M maintenance).
- Don't reduce the PLD

EVE TO DO: make these changes, send to BoT and to CES (our fiscal service provider).

3.2 Staffing:

Kate has given her notice and August 25 will be her last day.

Eve shares her intention to hire Rama Goyal for 4 days a week and Shaun Davis for 1 day a week as a replacement for Kate, who is leaving August 25.

Rama is flexible as to hours and adaptable to what we can offer.

Eve asks for board feedback on this plan of action, including alternative suggestions, concerns. While this is a management decision, in accordance with our special character Eve likes to make it with the board as a team, ensuring consensus.

Discussion:

Everyone feels positive about Eve's proposal to hire Rama and Shaun; board approves of this course of action.

We want to continue with structured literacy.

How to manage the transition? Rama to come in to get to know kids, meet with Kate for transition.

Eve to support Kate to share her experience on the job, to give feedback on Charter Target 1; how well she was supported and what Eve or board could have done better.

Have a good farewell for Kate, a moment to grieve, and a new person to then start.

Should Sean or Elaine do a closing interview with Kate? Eve: this can be offered, but needs to happen if she asks for it, it not a requirement.

Elanor: re, next year and enrollments/roll numbers and staffing, can Eve and Jackie run some proposals re. scenarios with money and roll numbers. We want to spend to ensure that we have the staffing.

Eve: we will still have some Working Capital surplus even though our budget has a \$10,000 deficit this year, we will look to use that to bridge the gap if there is a delay in reaching 26.

JACKIE and EVE TO DO: prepare some scenarios

Enrollments

We have 19 students; our goal is to reach a minimum of 26 by March 1, 2024.

Shaun suggests that we take more new enrollments in T3 and prioritise marketing etc, and then invite plenty of visits in T4 for T1, 2024 enrollments. Make T4 a lot of fun and purposeful.

Prioritise enrolling in T1 rather than T4 so that people see what school is like outside of T4.

Board strategic planning (for 2024)

Focus on this next meeting.

Beth Butler

The board directs Eve to continue to follow the School Special Character policy and procedure in this case. The board asks Eve to share recent incidents, which she does.

Road development and proprietors intentions

Deferred

Enrollments

Eve and Lesley to see if they can talk at Playcentre AGM

Amy create some graphics/ images

Families to be invited to market and given materials--summary of who we are and the opportunity that we are offering at the moment, people can put on Social Media

Parent reps and Eve to put FAQs on the website--ask parents for their FAQs

EVE TO GET THIS STARTED WITH AMY

4. Ongoing Monitoring

- 4.1. Proprietors report
In committee 8.30pm.
Out of in committee 8.39pm.
- 4.2. Principal's report
nothing further to add from the above
- 4.1. Parent meeting report
Things were brought out naturally in the course of the meeting.
- 4.3. Property maintenance
Deferred
- 4.4. Financial Update
As above
- 4.5. Enrollments
As above

5. Meeting Closure

- 5.1. Identify agenda items for next meeting
STRATEGY!
- 5.2 Meeting Evaluation: Great board meeting, future focused! Appropriate to Matariki; the stars rose this morning.
Karakia whakamutunga (mo Matariki): Shaun

Closed 8.45pm; Mauri ora