

BoT Minutes Tuesday August 8 2023 @6:30 pm	Led by	Time mins
<p><b>1. Administration</b>  <b>Chairperson: Shaun</b>  <b>Minutes: Eve</b></p> <p><b>1.1 Roll call</b>  <b>Present: Shaun, Elaine, Kerry, Elanor. Jackie on Zoom</b>  <b>Apologies: Gary (father visiting)</b></p> <p>    <b>1.1. Karakia</b>      <b>1.2. Declaration of interests</b> Kerry for decision about ad hoc expenditure (putting up sports shed).      <b>1.3. Confirmation of previous minutes - July, June</b></p> <p>Shaun happy to confirm both sets of minutes, all confirm the minutes unanimously.  <b>EVE TO DO: put up on website</b>  In committee minutes:  7 March 2022 approved by Elaine, Eve, Shaun (no one else present at that meeting in the room)  4 April 2023 approved by all  11 July 2023 approved by all  11 July 2023 approved by all</p> <p>    <b>1.4. Correspondence In - NZ GAZETTE</b>      <b>1.5. Meeting planning</b></p>	Shaun & Eve	10
<p><b>2. Matters Arising</b>  <b>MARKETING &amp; INVITATIONS</b>  Once Rama is settled we can amp up enrollment focus  Should focus on visits at the end of T3 and first half of T4; week 7 and week 10 for Open Days that we advertise this term.  Talk-Playcentre? Eve has not handled this yet.  Parents who would be interested in helping.  Open evening: Sue and Eve-Tu Manawa or Timatanga in the evening  FAQs and can kids write some in Eve's class.  Danika: homeschooling community  Elanor: parents can be exploring our Nature kindy connections  Shaun: We need to be considering the ways in which people will approach the school.  Curriculum is a sharing point  Website-take all of the old stuff off  Articles online  Word of mouth  Google - update photos  <b>TO DO ELANOR: would a parent like to support communications and community connections. Ask at parent meeting</b></p>	Sean/Eve	15

<p>Eve -Organise Open Day and Playcentre talk</p> <p>2.1.6 Search engine and FAQs; can Matt do it? He excels in this area. <b>TO DO: Shaun to talk to Matt.</b></p> <p><b>In Committee 7.15</b> <b>Out of committee: 7.17pm</b></p> <p><b>2.1 Review of actions from previous minutes</b></p> <p>2.1.1 <i>TO DO: Eve to put both our old CoC and the new CoC together for all to sign, <b>Deferred.</b></i> <b>TO DO: Elanor to let Eve know if she has space to do this so that Eve doesn't have to, since Eve is not getting to it due to prioritising other things.</b></p> <p>2.1.2 <i>Give BoT the waiting list (in GDrive; name, gender, age only)</i> <b>Deferred</b> <b>TO DO: Eve asap</b></p> <p>2.1.3 <b>Decision:</b> <i>Mid year Budget adjustment document is approved by all with the following changes:</i></p> <ul style="list-style-type: none"> <li>• <i>Remove shed as it is an Asset</i></li> <li>• <i>Add Kerry's labour for assembling shed (into R&amp; M maintenance).</i></li> <li>• <i>Don't reduce the PLD</i></li> </ul> <p>EVE TO DO: make these changes, send to BoT and to CES (our fiscal service provider). <b>DONE</b></p> <p>2.1.4 <i>Parent reps and Eve to put FAQs on the website--ask parents for their FAQs. <b>Deferred.</b></i> Would someone else like to do this? Otherwise Eve will get to it asap but that won't be for at least a week.</p> <p>2.1.5 <i>EVE TO DO: research cost of ADEC; consider speaking (has been invited); put proposal to the board for next meeting</i> <b>DONE;</b> see principal's report. Eve does not consider this worth the expenditure because it is only for a weekend, not the full week of the usual ADEC conference.</p>	<p>Elanor</p> <p>Eve/Jackie</p>	<p>30</p> <p>15</p> <p>10</p>
<p><b>3. Discussions &amp; Decisions</b></p> <p><b>1. Principals Report</b></p> <p><u>Decisions from the report:</u></p> <p>1.1 Deferred until the next meeting.</p> <p>1.2 Approve Ad Hoc funding: We approve \$1,000 maximum for dismantling the sports shed, removing building materials, and erecting the new one from the flat pack. This money will pay for Kerry (Marco will do the mahi gratis as his next two working bees). Kerry will keep all usable materials for schools use or for his own use.</p>	<p>Eve</p>	<p>15</p>

After brief discussion:,all approve this proposal.  
Shed will be demolished Friday 18 August and a new one assembled 19 August weather dependent.  
Thank you, Kerry!

1.3 Tramp request from Fay as per report: after discussion board rules against the request. **EVE TO DO: talk to Fay and ask her about other ways to protect the grass while enabling the children to access the trampoline on the lower more muddy area. For example, what about, putting sand or gym mats down; can we have some mud?**

Also, note the student achievement data that Eve put up today— this is the data to back up the commentary in the principal’s report. This is a terrific achievement!

## 2. Proprietor’s Report

Tane Langton has verbally confirmed to Jackie last Tuesday that he is taking over the Policy One accounting and accounts job from Russel.

Jackie: has made contact with Tane last week and offered to train him.

**Eve: Suggests that we put this offer of support in writing to ensure that he receives our support tangibly. EVE AND JACKIE TO DO**

## In Committee 7.50

**Out of committee: 8pm**

## 2.2 Strategy

Strategic planning: Elanor passes around the draft strategic plan. We end up talking about section 2 (property).

Elanor: Can we go to parents to ask about property and what they want to see?  
How much should our buffer be? After discussion we agree that it should be \$90,000.

Shaun: Our playground doesn’t cater well for older children. General agreement.  
Drainage should be high on the list. All agree.

Elaine: We need to investigate whether we can use Policy One for drains and sewerage.  
**ELAINE TO DO: write to Sarah about drainage—can Policy One cover drainage or is this expense to come from proprietor’s own land funds?**

Elanor: we could do a big field around where the visitor car-parks are.  
This front property could be a good playground area with drainage if David was ever wanting to sell it.

Jackie: not keen to be on the board any more but is keen to help with environmental development and the practical side, working with Elanor, Fay and anyone else.

Playground: time for visioning, and development planning. We need people to do this work; Elanor, Jackie, Kerry, and parents who are interested.  
Eve airs sadness and frustration around when she had a strong vision for property development and put a lot of sustained energy into it for several years but it only got half done. Time to let this stuck energy go and hand the work on to other people.  
**TO DO: Elanor to bring up at parent meeting**

**TO DO: As a BOT; driven by strategy (Elanor, Fay, Eve and all) Make a really good**

Elaine

<p><b>10YPP at our next meeting.</b>  Eve: we make this plan every 3 years, but typically other schools only do them every 5; we do it every 3 because we never get it done thoroughly enough, we are small, and we need to liaise with the proprietors so it has just been more workable this way.  Shaun: why don't we make it every 5 years? We could do it well, and then focus on actioning it, rather than going back to the proprietors to get the ok for every job, which makes it get stuck again. All feel this is a good possibility; good to aim for.  Eve: we still have to review it once a year. But this should be simple—just updating cost estimates or adding in ad hoc things, e.g. work that needed doing after the cyclone. It should not involve re-agreeing to things already passed in the 10YPP.</p> <p><b>2.3 10YPP</b>  Deferred: this will be focus of next meeting</p> <p><b>2.4 Roll and marketing</b>  See above</p> <p><b>2.5 Curriculum</b>  Deferred</p>		
<p><b>4. Ongoing Monitoring</b></p> <ul style="list-style-type: none"> <li>4.1. Proprietors report see above</li> <li>4.2. Principal's report see above</li> <li>4.1. Parent meeting report</li> <li>4.3. Property maintenance</li> <li>4.4. Financial Update</li> <li>4.5. Enrollments see above</li> </ul>	<p>Elaine  Eve  Parent rep  Eve  Jackie  Eve</p>	<p>10  5  5  10  5</p>
<p><b>5. FINAL MATTERS</b>  <b>Kate's leaving</b> and gift discussion. Kate has contributed much to the school, particularly in building literacy achievement on the foundation of a good class culture to support learning.  <b>Elaine:</b> Notifies the board that Eve may be interviewed for a documentary about Jade Speaks Up  Everyone takes a look at the student achievement data,</p> <p><b>6. Meeting Closure</b></p> <ul style="list-style-type: none"> <li>6.1. Identify agenda items for next meeting: 10YPP, procedures for review, curriculum update</li> <li>6.2. Confirm next BoT meeting dates</li> <li>6.3. Comments on meeting procedures and outcomes</li> </ul>	<p>All</p>	<p>5-10</p>