

BoT Minutes Tuesday Nov 14 2023 @6:30 pm

1. Administration

1.1. Roll call

- 1.1.1. Present: Shaun, Matt, Kerry, Eve, Elaine, Elanor, Jackie (Zoom), Gary
- 1.1.2. Absent: N/A Tane Langton (Proprietors treasurer) had been invited to attend but did not respond

1.2. Karakia

1.3. Declaration of interests

- 1.3.1. None

1.4. Confirmation of previous minutes - Oct

- 1.4.1. Accepted with amendments

1.5. Correspondence In

- 1.5.1. Educational Gazette
- 1.5.2. Communication from APIS re: media reporting

1.6. Meeting planning

2. Matters Arising

2.1. 10YPP

- 2.1.1. Eleanor has redone the format of the 10YPP and a BOT request list for the Proprietors.
- 2.1.2. Proposal - Eve proposes that we reformat our 10YPP as per Elanor's work and communicate to the proprietors about the things that need to be done and also that we recommend. This will align with the auditors feedback also. In addition we will share the new format with the proprietors to ensure that our agendas are the same year to year.
 - 2.1.2.1. Accepted unanimously.
- 2.1.3. Elanor to lead the process of getting the new 2024 10YPP completed and uploaded for the next BoT meeting
- 2.1.4. Elanor to send the template to the proprietor's reps by Saturday night.

2.2. Roadside Carpark plan

- 2.2.1. Jackie and Kerry have met with Council on-site to discuss the proposal. This is now sitting with the council to discuss.

2.3. Roles & Responsibilities

- 2.3.1. Paid Roles
 - 2.3.1.1. No additional paid roles for admin support at this time but will keep checking in with Eve for any additional needs.

3. Discussions & Decisions

3.1. Staffing Plan

- 3.1.1. Eve tables the Staffing Plan for 2024
 - 3.1.1.1. Accepted unanimously

3.2. Student Roll (offshoot discussion from Staffing Plan)

- 3.2.1. Currently at 18 students
- 3.2.2. Looking at getting to 26 students by March 2024

3.3. Budget review

- 3.3.1. Proposal made that the fees remain as they are and that \$10k is used from the surplus that the school has in order to balance the budget. People are struggling as it is and this is not the time to raise the fees.
- 3.3.2. Decision made not to reduce the fees - they were halved 3 years ago so this would not be

financially prudent

3.3.2.1. Action - Parent reps to take the budget update and above proposals and decisions to the next parent meeting

3.4. Charter Review

3.4.1. Analysis of Variance (AoV) deferred to next meeting but Board members to contribute to this online before the meeting

3.5. Strategic plan

3.5.1. Deferred

3.6. Nags

3.6.1. NAG 5: Emergency Evacuation & Civil Defense Emergency Procedure

3.6.1.1. Approved with changes

3.6.2. NAG 5: Sick or Injured Children Procedure

3.6.2.1. Approved with changes

3.6.3. NAG 6: Protected Disclosures Policy

3.6.3.1. Approved

3.6.4. Nag 5: Behaviour Management Policy

3.6.4.1. Approved with changes

3.6.5. NAG 5: Physical Restraint Policy

3.6.5.1. Deffered

3.7. Any Other Business

3.7.1. Update: Elanor undertook strategy & planning meeting for upcoming ministry board changes

4. Ongoing Monitoring

4.1. Proprietors report

4.1.1. Proposal that the property team meets once a week with Fay . Jackie and Eve. **TO DO Jackie** to organise.

4.2. Principal's report

4.2.1. Eve to finish the Board statement of responsibility and circulate with the board.

4.1. Parent meeting report

5. Meeting Closure

5.1. Identify agenda items for next meeting

5.1.1. Charter AoV

5.1.2. Budget approval

5.1.3. Donation & Attendance dues settings

5.2. Confirm next BoT meeting dates

5.2.1. 05/12/23

5.2.2. Additional date for strategic planning meeting discussed - Eve & Shaun **to make proposal**