

BoT meeting Minutes 16/12/2024, 6.30-8.30pm

1. Admin

- a. Present: Eve, Elanor Kerry, Gary, Elaine, New staff rep: Allison Butcher
- b. Apologies: Shaun
- c. Confirmation of previous Minutes:
 - i. Unanimously approved.

2. Proprietor's Report (Verbal report from Elaine)

- a. Septic Tank has been emptied.
- b. Fay is lining up tasks for the summer holidays including: sports field drainage, new lino in kitchen and big room,
- c. concrete path repairs are in process
- d. Due to its high cost, the Policy One funds will cover the cedar cleaning and coating. However, this will be done a little later due to repairs that need to happen first. Fay is trying to get the repairs done over the summer holidays.
- e. Lighting is still in process. Fay has had to continue to seek quotes to satisfy proprietors.

3. Principal's Report

- a. 10YPP was not presented at the last Proprietor's meeting - Elaine & Gary to figure out a way to get this through so that the 10YPP and Cyclical Maintenance can be passed. This should be done in December but must be done by the end of January.
- b. Analysis of Variance on 2024 Strategic Planning targets
 - i. Student levels of achievement have improved in Maths, Reading and Writing. Where levels are below expectations, improvements made this year are to continue to be emphasised into 2025.
 - ii. Board to read, edit & track changes, fully and approve via email by the end of this week.

4. Any Other Business

- a. The 2024 Asset Register Stocktake will happen on December 19 and be submitted to Schooled before the end of term.
- b. The Board of Trustees resolves to accept the useful life of the schools assets as per tabled schedule:
https://drive.google.com/file/d/1exepfAnX5gyaGli192VNZ08h34NoRX1U/view?usp=drive_link
- c. Eve to do phone tree for January for Ngaire (BoT Parent Rep elections Returning Officer)
- d. Eve tabled the prospectus and promotional flyer with new branding - everyone very excited!

MEETING END: 8.30pm