

# BoT Minutes Monday September 2nd 2024 @6:30 pm

## 1. Administration

- 1.1. Roll call
  - 1.1.1. Present: Elaine, Gary, Eve, Elanor, Kerry, Matt, Krsnanda (guest)
  - 1.1.2. Apologies: Shaun
- 1.2. Karakia
- 1.3. Declaration of interests
  - 1.3.1. Eve declares that Amy (sister) has put in a quote for the design for the logo design for the school.
- 1.4. Confirmation of previous minutes
  - 1.4.1. Approved with Changes
- 1.5. Correspondence In
  - 1.5.1. Gazette
  - 1.5.2. Resignation of Principal
- 1.6. Meeting planning

## 2. Matters Arising

- 2.1. Parent Survey
- 2.2. Online Drive
  - 2.2.1. Matt proposes Jacqueline Ann Howard and Sue Eve Tonkin to be the authorised signatories for the Timatanga School Visa Business Card. Limit required should be \$5,000
    - 2.2.1.1. Passed unanimously.

2.3 Curriculum Draft Part 1 was accepted unanimously via email 11 August with Eve's changes (which she made after our consultation at the last meeting). Eve took Part 1 to the parent meeting August 29 for consultation and it was accepted.

## 3. Reports

- 3.1. Proprietors report
  - 3.1.1. Matt to send out some dates for strategic discussion.
- 3.2. Principal's report
  - 3.2.1. 2.8.1 - a family has chosen to disenroll (moving from Auckland)
  - 3.2.2. Proposal 2.82 of principal's report - in committee
    - 3.2.2.1. Approved unanimously

## 4. Discussions & Decisions

4.1. BoT Succession Planning

### 4.2. Curriculum Update

4.2.1. Guided walkthrough of pt 2

4.2.1.1. Krisnanda facilitated a discussion on part 2 of the curriculum

4.2.1.1.1. The board thanks Krisnanda for his facilitation

7.45pm: Krsnananda leaves

4.2.2. Graphic Designer hiring

4.2.2.1. Matt proposes that we move ahead with the quote from Amy to complete the branding.

4.2.2.1.1. Approved unanimously

### 4.3. Policy & Procedure Review:

4.3.1. NAG 2 Special Character Policy

4.3.1.1. Approved with changes

4.3.1.2. Approved unanimously

4.4. Enrolment form/Acceptance of Special Character Obligations page changes

4.4.1. The board accepts the new document with changes.

### 4.5. Staffing

4.5.1. Eve has submitted her resignation as principal. The board acknowledges receipt and thanks Eve for her incredible contribution over the past 12 or so years. Eve will be sorely missed.

4.5.2. New Principal Recruitment

4.5.2.1. Selection subcommittee - Matt, Kerry, Elaine, Jackie (Jackie to be asked to lead the process)

4.5.2.2. Selection subcommittee to pick up the responsibilities

### 4.6. Property

4.6.1. Alarm has been installed. Thank you Fay

### 4.7. School Roll and Enrollments

4.7.1. Roll now at 26

4.7.2. 20 forecasted for the end of the year

4.7.3. 3 additional currently anticipated for beginning of 2025

4.7.4. 4 more needed to be enrolled by end of year. Open Day was well attended and some possible families interested

### 4.8. Finances

4.8.1. Tabled & discussed

## 5. Meeting Closure

5.1. Identify agenda items for next meeting

5.1.1. 10YPP

5.2. Confirm next BoT meeting dates

5.3. Comments on meeting procedures and outcomes