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| **BoT Minutes Thursday Feb 15 2024 @6:30 pm**  |
| 1. **Administration**
	1. **Roll call**
		1. Present: Elaine, Eve, Elanor, Shaun, Gary, Kerry, Matt
		2. Absent: NA
	2. **Karakia**
	3. **Declaration of interests**
	4. **Confirmation of previous minutes - Dec**
		1. The Board will review and approve over email
	5. **Board Positions**
		1. Eve nominates Matt to be the Chairman to replace Shaun for 2024, Seconded by Shaun.
		2. Matt Accepts
		3. Shaun will be the new Staff Representative, or Parent Representative if he cannot be Staff Representative due to being a reliever.
		4. Eve will be BoT secretary for term 1
	6. **Correspondence In**
		1. Email from Tane on Feb 11th & follow up Email this afternoon.
			1. Matt will reply in the next few days.
	7. **Meeting planning**
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| 1. **Matters Arising**
	1. **10YPP**
		1. Elanor has done a lot of work on this (thank you) but as it’s 90% complete this will be tabled at the January meeting for final approval. DONE
			1. Board administered plan is complete. Submitted to board for approval.
				1. Approved with changes re: slide / poles. Eve to update and circulate both. Board approves Eve to submit the BoT section of the 10YPP to the auditor and to inform the auditor that the proprietor's policy one section is forthcoming.
				2. Learnings: Board to add ‘quote getting’ earlier in the year (August)
			2. Final document will be sent by Eve to Gary by Monday. Gary to Circulate ASAP for approval. Matt to follow up. Desired ETA of reply to Matt by 25th Feb.
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| 1. **Discussions & Decisions**
	1. Strategy next steps
	2. NAGS

3.3.1 Privacy Policy - approved 3.3 Electing Board Chairperson and secretary for 2024 DONE 3.4 Governance Policies: filling out the conflict of interest register; updating the member Code of Conduct forms on file. DEFERRED 3.5 Anything else in the Annual Workplan for the start of year  3.6 Table Charter AoV 3.4.1 Deferred From Dec to strategy meeting DONE 3.4.2 Discussion of key learnings DONE |
| 1. **Ongoing Monitoring**
	1. **Proprietors report** DISCUSSED
	2. **Principal’s report** DISCUSSED
	3. **Parent meeting report - reporting in new year based on parent survey**
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| 1. **Meeting Closure**
	1. **Identify agenda items for next meeting**
	2. **Confirm next BoT meeting dates**
	3. **Comments on meeting procedures and outcomes**
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