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| **BoT Minutes - May 4th 2022 @6:30 pm** | **Led by** | **Time**  **(mins)** |
| 1. **Administration**    1. **Roll call:**  * **Elanor, Robert, Gary, Elaine, Jackie, Shaun** * **Welcome to Elanor’s first meeting on since joining the board**   1. **Declaration of interests** * **Discussion: Challenge carrying multiple roles: Parent, Teacher and Chair of BOT**   1. **Confirmation of previous minutes:** * **Accepted.**   1. **Correspondence In** * **Letter from Ministry** * **Email from Khaz Grey** * **(To be discussed below)** * **Letter to Elanor as Parent Rep from Melissa regarding mask wearing at school**   1. **Meeting planning** | Shaun & Jackie | 15 |
| 1. **Matters Arising**    1. **Review of actions from previous minutes**    2. **Deferred actions** |  |  |
| 1. **Discussions & Decisions**    1. Community resilience - Parent help returning   3.1.1 Parent Reconciliation Meeting:   * Discussion around the current importance for this. Looking more toward a future event of coming together as community / celebration, perhaps even around the Matariki time rather than a ‘reconciliation’ meeting per se.. * Will be brought up at parent meeting, to canvas for interest and support for creating this type of Matariki event.   1. Masks at Orange: * Discussion around how to meet the needs of vulnerable people within our teaching and parent community, including the mental stressors around this period of time of COVID * Teachers being required to be on site as part of their work underscores the importance of making sure they are and feel safe. * Approved after discussion: our mask policy will remain the same under Orange as it did under Red, that is, that masks are to be worn while indoors for all parent helpers who don’t have mask exemptions. * Even for those who have mask exemptions, sensitivity must be shown to existing staff who have vulnerabilities. * Communication will go out to parents acknowledging that masks are not ideal in the teaching environment but are a necessary part of navigating the pandemic and the coming winter flu season. Staying sensitive to others in the community is a key part of how we can work together to keep everyone safe and the school open as much as possible.   1. Covid levels update + vaccine mandate changes clarification   2. Open Day Term 2: * We can look to have new families potentially visit the school on an individual basis rather than organising a formal Open Day per se. * The need to increase and balance the school roll is important and necessary.   3.5 BoT Policy review first read  1.1.1 NAG 4 Community Plant Care  1.1.2 NAG 4 IT Administration  1.1.3 NAG 5 Animal Welfare  1.1.4 NAG 5 Behaviour Management  1.1.5 NAG 5 Outside play  1.1.6 NAG 5 Playground Traffic Safety Policy  1.1.7 NAG 5 Playground Traffic Safety procedure  1.1.8 NAG 5 Road and Carpark Safety  1.1.9 NAG 6 Attendance  1.1.10 NAG 6 Use of School Buildings  1.1.11 NAG 3 Schedule of delegations:  Reviewed and Approved by the Board.  3.6 Financial Permissions  Eve: I ask the board to approve the following at the upcoming meeting:  Jackie Howard to be given permission to sign for all payments and reimbursements as acting principal for the period of April 25 through to July 15, 2022.   * Approved by the Board   3.7 Monthly Financial report - Leading edge services Statement of Financial Position   * Approved by the Board | Jackie  Shaun  Jackie  Elanor  Shaun  Jackie  Jackie/Shaun | 15  15  15  10  30  10  10 |
| 1. **Ongoing Monitoring**    1. Proprietors report  * The Board unanimously endorses the Proprietors’ approach to APIS for the Emergency Proprietors Maintenance Fund application - for kitchen upgrade * Action: Elaine to follow-up by preparing the submission   1. Principal’s report * Tabled and reviewed   1. Parent meeting report * Parents and children were happy and excited about being back at school in person and the sense of forward momentum. * We checked in with families on how children are doing at this time in their interests and well-being   1. Property maintenance * Fay, Bill and Rohan did an inspection of property and have some areas that they will follow through on.   1. Financial Update * tabled and reviewed   1. Enrollments - Discussion around filling the roll   2. Staffing | Elaine  Jackie  Jackie  Jackie  Jackie  Jackie | 10  10  5  5  5  5 |
| 1. **Meeting Closure**    1. Identify agenda items for next meeting  * NAGs to review * Please read them ahead of time in preparation for the next meeting   1. Confirm next BoT meeting dates * May 25th   1. Comments on meeting procedures and outcomes | All | 5-10 |