



Board of Trustees Meeting Minutes 25 August 2020 at 4:30pm

1. Administration

1.1 Present

Denise Humphries, Rachael Dennis, Greg Hartwell, Joshua Gwilliam, Hanna Woods,

1.2 Apologies

Katharina Friedl and Jodi Edwards

1.3 Declaration of interests – none, form completed

1.4 Correspondence

Secretary of Education Covid Level 2 Update

1.5 Confirmation of minutes & review agreed action points

Motion: The Minutes of the meeting of 30th of June 2020 as read be accepted and the Minutes of the meeting on the 7th of May 2020 as read and accepted.

Moved/ seconded: Hanna Woods and Denise Humphries

Carried: Unanimously

2. Monitoring

2.1 Principal reporting against annual & strategic plan

2.2 Principal reporting on student achievement & NAGS

2.6 Approve Roll Return – 1 July

2.7 Approve Audit

Motion: The Principal report as distributed be accepted. The Roll Return was distributed and accepted. The 2019 – 2020 Audit was distributed and accepted.

Moved/ seconded: Josh Gwilliam and Hanna Woods

Carried: Unanimously

3. Strategic matters

3.1 Review Board of Trustees Code of Conduct as per the Governance Framework

The code of conduct was read through and discussed. The board was unanimous in its understanding of the code and committed to the behaviour and professional conduct we have all agreed to.

3.2 Budget

Budget reviewed. Tracking well, with many budget areas not being spent due to Covid-19. This is leaving excess funds in budget areas that we will look at using as needs arise from school management.

Budget is being reviewed by the Principal and Denise with Education Services, with further update on financial position of the school at the next board meeting.

3.3

Motion: Denise Humphries to take on the role as Acting Principal for Term 4 2020 and Term 1 2021 or until such time as new principal has been appointed.

Moved/ seconded: Rachael Dennis and Hanna Woods

Carried: Unanimously

4. Finance & property

4.1 Finance report

Motion: That the May, June and July Finance Report provided by Education Services is as accepted as provided.

Moved/ seconded: Rachael Dennis and Denise Humphries

Carried: unanimously

4.2 Property report

Update provided from the Josh Gwilliam who is the trustee supporting the school with property on request from Jodi Edwards and Denise Humphries.

Lines are getting painted on the courts during school holidays.

The pool is getting drained and the cracks fixed over the holidays.

A property plan is getting underway for fixing up Room 1 to have another room ready for Term 1 2021 for anticipated roll growth. Josh Gwilliam to report back at the next board meeting.

Christie Uffendel from the Ministry of Education has been contacted to discuss the 5YA Property Funding and will be having a meeting with the school prior to the end of 2020.

5. Health & Safety & Wellbeing

5.1 H & S report

Greg Hartwell, Board Trustee has been asked by school management to do a health and safety check of the school property with an update at the next board meeting.

6. General Items

6.1 Covid 19 and Level 2

Level 2 requirements discussed as reflected in Iona Holstead's update. With the upcoming school production, there is a commitment to see the production happen, so the school management will look at ways for controlling attendees to meet the 100 people requirement.

6.2 Approvals of payments

Approval sought by Denise Humphries for gifts for Jodi Edwards and Joy McDonald.

7. Meeting closure

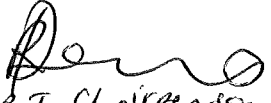
7.1 Evaluation of meeting – nil

7.2 Date & time for next meeting

Wednesday 23rd of September at 5:30pm

Meeting closed

In-Committee Meeting Followed


BoT Chairperson.
23.09.2020