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BOARD OF TRUSTEES

Meeting minutes

Monday, 14 September 2020

Start: 7.02 pm.

Present: Vicki Beaumont (Chair), Michael Earl (Principal), Rangi Tamaariki-Liddle, Tanya Hansen, Diane Ah-Chan, Te Arepa Morehu, Natalie Charteris, Janine Dewes (Secretary)

1. Karakia: Te Arepa

2. Mihi: Vicki

3. Interest Register: None

4. Minutes

4.1 Confirmation of Minutes:

- One item was noted needing correction: The hours recorded for Diane were incorrect, no extra hours to log.

Resolution 01.09.2020 : *That subject to the above correction the minutes of the meeting held on Monday, 14 September 2020 are a true and correct record of the business conducted at that meeting.*

Moved: Te Arepa

Seconded: Tanya

AGREED

4.2 Matters arising from the Minutes

4.3 Action points from last meeting:

See the Action Points table.

5. Hours Log:

Dianne 2.5 hours (Finance review and narrative amendment); Vicki 2.0 hour (Meeting with LM Consulting, considering tender results for planned maintenance work, correspondence); Rangi 4.0 hours (MAC meeting 3 hours and property 1 hour)

6.1 Principal's Report:

A discussion was had regarding the latest mid-year student achievement data with the focus on below and well below results. The expectation of the school is that teachers are in contact with the parents of these students who have performance issues. Covid has also had an effect on academic results where during twelve weeks of the year students were not on site. Rigorous testing has been carried out to determine just how much Covid has affected student achievement. The question of how can we support these students was raised with possible solutions including increased resources,

parent and teacher aide support and regular engagement with parents. Teachers are also upskilling with professional development i.e. Te Reo classes. Individual education plans have been devised.

Resolution 02.09.2020 : *That the Principal's Report for September 2020 is accepted.*

Moved: Natalie **Seconded:** Te Arepa **AGREED**

6.2 Year to date August 2020 financial statements and fixed asset list

Dianne would like to talk to Emily to provide greater detail and providing a breakdown of finances on a month by month basis. Dianne and Michael are to review matters relating to financial statements and reporting with CES.

Resolution 03.09.20: *That the year to date August 2020 financial statements and fixed asset list are accepted and Treasurer's report for September 2020 are accepted.*

Moved: Tanya **Seconded:** Rangī **AGREED**

7. Health and Safety:

The Junior playground issues will be resolved in the next school holidays.

8. Strategic Discussion:

8.1 Continuation or disestablishment of Montessorri class and special programme

- The Board discussed the likely demand for a Montessori class and the School's ability to deliver the programme. The Board agreed that the School would better achieve its goals by focusing on the existing Rumaki and mainstream classes. Parents of former Montessori class students will be advised.

Resolution 04.09.2020: *That Orakei School disestablish the Montessori class and associated special programme.*

Moved: Natalie **Seconded:** Tanya **AGREED**

9. Other Items:

9.1 Governance Discussion

- The Ministry are looking at developing a standardized form of the code of conduct. Michael will bring a large print out of the Code of Conduct to be signed by all trustees.

- 9.2 Policy for initial review Governance 6: Asset protection policy

- With the School having engaged SchoolDocs to manage its policies, all policies will need to be reviewed shortly once the initial establishment phase is complete.

Resolution 05.09.2020 : *That the policy for review Governance 6: Asset protection policy is accepted.*

Moved: Natalie **Seconded:** Diane **AGREED**

9.3 Other Business

a. Timing of financial statements and board meetings

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- Diane reported that CES can provide complete financial statements by the 16-18th of each month. Board to consider and set meeting dates at its December meeting bearing this in mind.

b. By-election

- Returning officer appointed and process to start with request for nominations. The Board discussed the most desirable dates for the by-election process with the election to be completed before the November meeting.

c. Uniform

- Rangi presented samples of alternative jumpers and rain jackets provided by the Uniform Shoppe together with a price list. The Board favoured the introduction of an optional rain jacket. Investigation to continue.

10. Sub-Committee Reports

10.1 Stakeholder

- No report this month. All work ongoing.

10.2 MAC

- No report this month.

10.3 Property

- As per report circulated to the Board.

11. Karakia Whakamutunga Michael

Close 9.15 p.m.

Next meeting: Monday, 12 October 2020 at 7 p.m. in the staffroom.