



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**held Tuesday June 28, 2022**  
**at 7pm**

**PRESENT:** Stephen Gough (Chair), Dave Shadbolt (Principal), Victoria Tupou, Claire Alger (Staff Rep & minute secretary), Rachel Morrison (Deputy Chair), Sarah Baddeley.

**APOLOGIES:** Murray Le Grice, Judith Howe.

**VISITORS:** Various parents visited

**KARAKIA:** The meeting opened with a Karakia.

**PRESENTATION: Year 3 Team**

Thanks to the BoT for the opportunity to present. Kahli spoke about the challenges of teaching through Covid/Lockdown times. We watched a video about Year 3 – it included showing how the Teacher Aides are used in the classroom, spelling workshops, writing. Kahli also covered the benefits of having Teacher Aides in the room and thanked the Board for their investment.

Kahli shared a snapshot of her data from Room 40 relating to Term 2. We finished with some student-voice about their experience of being in Year 3.

**1.1 AGENDA – The Agenda was ratified with a minor change. The item ‘BoT Additional Support Review’ was moved to earlier in the Agenda.**

Victoria and Rachel gave a summary of their paper on Literacy:

- Additional support has been on the radar for several years.
- Covid has interrupted progress.
- February - structured literacy presentation by parent.
- Māori and Pasifika achievement is a target.
- Recommends that we find out more about the Structured Literacy approach.
- The aim of the paper is to summarise the process to date and to explore options.

Sarah - thanked Victoria for her work with this report.

Stephen invited the teachers/parents in attendance, who would like to make comments. There were no comments.

**BoT went into committee @ 7.40 pm – 8.35 pm.**

(Moved Stephen Gough/Dave Shadbolt, Carried.)

**1.1 HEALTH & SAFETY:** no further comment

**1.2** Free flu shot 5-12 years starts this Friday (Dave to communicate on school app)

**2.1 MINUTES FROM PREVIOUS MEETING:**

**2.2 MOVED that the Minutes dated 29 March 2022 be confirmed as a true and accurate record.  
(Victoria Tupou/Rachel Morrison, Carried)**

**3.1 MATTERS ARISING FROM PREVIOUS MINUTES: nil**

**4.1 CORRESPONDENCE:**

**4.2 Inwards Correspondence was confirmed including the Carbon Neutral Government Programme and emails from 4 parents.**

**4.3 Outwards Correspondence was confirmed.**

**5.1 MATTERS ARISING FROM CORRESPONDENCE: Nil**

**6.1 FINANCE & PROPERTY:**

**6.2 MOVED that the Minutes of the Sub Committee finance dated June 22, be accepted.  
(Sarah Baddeley/Rachel Morrison, Carried)**

**6.3 MOVED that the May financial report prepared by the School Business Hub, be accepted.  
(Sarah Baddeley/Rachel Morrison, Carried)**

**6.4 MOVED the acceptance of the Budgeted Statement of Cash Flow for 2022 be accepted.  
(Sarah Baddeley/Rachel Morrison, Carried)**

**6.4 MOVED the acceptance of the Budgeted Statement of Financial Position for 2022 be accepted.  
(Sarah Baddeley/Rachel Morrison, Carried )**

**6.5 MOVED the RSM Audit Management letter for 2021 be confirmed.  
(Sarah Baddeley/Rachel Morrison, Carried)**

**7.1 PRINCIPAL'S REPORT**

**Highlighted the following key points:**

- School App message - Teacher Only Days - report writing and 2023 class placement.
- Hall is finally done! Just waiting on the code of compliance. On budget!! and no health and safety issues. The Pare for the entrance is being carved now.
- Provisional staffing for 2023 - due mid-September.
- At the end of August MOE will start a six classroom block.
- Sarah said she would be happy to be involved in the Charter Review for 2023.
- Options will be held in Term 3

**7.2 MOVED that the Principal's Report for June be confirmed.  
(Dave Shadbolt/Claire Alger, Carried )**

**8.1 PTA - An event for parents/caregivers is coming! and a Halloween disco.**

**8.2 The PTA have agreed to donate \$10,000 towards the carving for the hall.**

**9.1 WHANAU FONONU WORKING GROUP – A meeting was held on 13 June.**

Hui was very successful in the new hall - fully catered - Yum! Included a quiz.

Talked about different ideas for literacy - Tania from the Library has put together a box of books for when their homework time is finished.

**10.1 POLICY COMMITTEE** – School docs are now completed. It will go live in the holidays, with a link on the school website. Notifications come through to Dave and Victoria about policy changes. Policies can be sent out to the community for consultation.

**11.1 ENROLMENT COMMITTEE – nil**

**12.1 GENERAL BUSINESS**

**12.2 - Board Elections -**

- Election Day 7 September 2022.
- Returning Officer – Judith Howe
- RO is responsible for the Voting Roll – this is available for parents to check their eligibility to vote.
- RO to organise promotions, provide an opportunity to speak to current BoT members. The Board email address will be open for questions. Victoria to write an advertisement.
- NZSTA run courses for training new Board members.
- There are five positions for parents to be elected.
- RO fee – as per the guideline instructions from by the NZSTA.
- Electronic voting will be used this time - but parents may still vote on paper.

**13.3 - Update on parent letter and subsequent meeting – In Committee 9.40pm – 9.55pm.**

**13.4 Additional support – next steps:**

- a) **The literacy Team is to present at the next Board meeting.**
- b) **Representatives from Mt Albert Primary to be invited to the next Board meeting.**
- c) **Achievement information – review the analysis of data to enhance the information it gives us about the achievement of our students.**

*There being no further business the meeting closed at 10.05pm*

**The meeting closed with a Karakia from Sarah Baddeley.**

**CHAIRPERSON:** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Note that the 31<sup>st</sup> May Board meeting was postponed until two weeks later, 14 June which was then further postponed until the scheduled 28<sup>th</sup> June meeting. This was due to Covid and other illnesses affecting board members' attendance.*

