



Board of Trustees Meeting Agenda 27th March 2024

Meeting Details		
Date & Time	Wednesday, 27th March 2024, 6.30 – 8.00pm	
Attendees	Caine Webster (Principal), Libby Tuite (Presiding Member), Anita Press (Property), Rosie Clement (Fundraising), Simon Jones (Finance), Kate Excell (Staff Rep), Manuela Hodgson (Secretary)	
Apologies		
Meeting Agenda		
Item & Link to Papers	Responsible	Action/Decision
1. Intro and Admin 1.1 Welcome / Karakia 1.2 Present / Apologies 1.3 Declaration of Interests 1.4 Confirmation of Agenda 1.5 Confirmation of previous minutes Action Points / Matters Arising from Previous Meetings – exception reporting only BOT Minutes of Meeting 15th February.docx		Libby, Anita
2. Correspondence 2.1 Board / School correspondence 2.2 Education Gazette		
3. Performance Strategic Direction 3.1 Principal's report Principal report March 2024 Senior camp approval - supported by BOT, waiting for final documents to approve via email	Caine	To provide RAMS form (ferry, bus) MV principal report accepted: Libby and Simon
4. Student Progress & Achievement 4.1 Learning support Caine explains learning support, funding for ORRS students and what we actually provide and the discrepancy, High Health, ESOL 4.2 Achievement targets	Caine	Provide a report in term 2 meeting to show how learning support fits in with achievements
5. Assurance Effective Governance 5.1 Governance schedule 5.2 ERO - Board Assurance Statement Caine reports about the ERO visit 5.3 Enrolment scheme/delegations Copy of Copy of Delegations Caine Webster.pdf Enrolment Scheme: Discussion around a tier system for accepting out of zone priority 5.4 An hour a day 5.5 Principal appraisal Discussed. Caine explains which points he wants to focus on for the future.	Caine and Libby Libby and subteam Caine	To work out a schedule for board assurance Organise a meeting to draft a delegations document. Up to that point and update of enrolment scheme all out of zone enrolments have to be accepted by the board. To find out about rules, advertising, ballots etc

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<p>Board decided to shout the staff lunch in the last week of the term.</p> <p>5.6 BOT Matters, acknowledge Sophie and discuss about co-opting</p> <p>5.6.1 BOT member roles Discussion where the gaps are in the board Rosie to take on policies</p>	<p>MV to fund this out of BOT budget Libby, Anita</p> <p>MV BOT decided not to co-opt at this point in time Simon, Anita</p> <p>Manuela to get in touch with Laura regarding a playground grant application</p>
<p>6. Assurance Financial Performance</p> <p>6.1 Financial statements</p> <p>Payable Invoice Summary Jan 24.xlsx</p> <p>Payable Invoice Summary Feb 24.xlsx</p> <p>Pauatahanui School - Profit and Loss Feb 24.pdf</p> <p>6.2 2024 Budget</p> <p>Pauatahanui School - Budget 2024 - Profit and Loss.pdf</p> <p>6.3 Documents to be securely destroyed</p> <p>Archived documents to be destroyed</p>	<p>MV: Approve the 2024 Budget Libby and Simon</p> <p>MV: BOT agreed to secure destruction Rosie, Libby</p>
<p>7. Sub-Committee Reports-Back - Summaries to be prepared for future meetings</p> <p>7.1 Fundraising/L&C day and fundraising for 2024 Rosie reports about the fundraising committee Libby reports about L&C day, logistic sorted, key dates to be shared in Hero calendar - separate meeting about location of L&C day, pro and con list</p> <p>7.2 Property</p> <ul style="list-style-type: none"> - Quotes for carpets - Musical instruments <p style="text-align: right;">Caine</p>	<p>Rosie to share meeting dates</p> <p>Talk to Chad about musical instruments</p>
<p>8. Meeting Closure</p> <p>8.1 Summary of actions (including communications)</p> <p>8.2 Items for Next Agenda</p> <p>8.3 Review Forward Agenda</p> <p>8.4 Comments on meeting procedures and outcomes</p> <p>8.5 Closing karakia</p> <p>Next meeting 16th May.</p>	

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Open Actions

Actions	Who	Status
Achievement: Provide a report in term 2 meeting to show how learning support fits in with achievements	Caine	
To work out a schedule for board assurance	Caine/Libby	
Principals delegations: Organise a meeting to draft a delegations document. Up to that point and update of enrolment scheme all out of zone enrolments have to be accepted by the board.	Libby and subteam	
Grants: Manuela to get in touch with Laura regarding a playground grant application	Manuela	
Fundraising: Rosie to share meeting dates	Rosie	

Completed Actions

Senior camp: To provide RAMS form ferry, bus)	Caine	Completed
Out of Zone enrolments: To find out about rules, advertising, ballots etc	Caine	Completed
Playground: Talk to Chad about musical instruments	Caine	Completed



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Libby Tuite 23.5.24.

Libby Tuite
Presiding Member

Date