




# Board of Trustees Minutes of Meeting 15th February

<ul style="list-style-type: none"> <li>- <u>Government 100 day plan</u></li> <li>- <u>Governance schedule</u></li> </ul>	<p>Share timetables with the board next meeting</p> <p>Add links to governance schedule for governance policies</p>	
<p>7. Assurance   Financial Performance</p> <p>7.1 Financial statements December <b>Finance</b></p> <p>7.2 Finance Budget 2024 <b><u>Pauatahanui School - Budget 2024</u></b></p> <p>7.3 Set school donations for 2024</p>	<p>Caine &amp; Simon</p> <p>Board</p> <p>Follow up with auditors about 2022 annual report</p> <p>Budget update with 2023 end of year figures and send to Simon</p> <p>Set for \$200 for 1 child, \$400 for 2 children, \$150 for 3 and following</p> <p>MV Libby, Simon</p>	<p>Manuela</p> <p>Manuela, Caine</p>
<p>8. Sub-Committee Reports-Back - Summaries to be prepared for future meetings</p> <p>8.1 Fundraising/L&amp;C day and fundraising for 2024 <u>Property sub-committee summary</u></p>	<p>Rosie</p> <p>Libby</p> <p>Anita</p> <p>Focus on playground for all fundraising apart from L&amp;C, priorities need to be set</p>	
<p>9. Any Other Business</p> <p>9.1 100 Day Plan &amp; implications for 2024 planning</p>	<p>Libby</p> <p>Next meeting to discuss the board rules</p>	
<p>10. Meeting Closure</p> <p>10.1 Summary of actions (including communications)</p> <p>10.2 Items for Next Agenda</p> <p>10.3 Review Forward Agenda (<u>Governance Schedule</u>)</p> <p>10.4 Comments on meeting procedures and outcomes</p> <p>10.5 Closing karakia</p>	<p>Libby</p>	

## Open Actions

What	Who	Actions/When
Electrical Tagging	Caine, Manuela	Looking into cheaper options
Strategic Plan	Caine, BOT	BOT to provide feedback Caine plus SLT to finish off strategic plan To share the values with parents on interview day

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Meeting Details			
<b>Date &amp; Time</b>	Thursday 15th February 2024, 6.30 – 8.00pm		
<b>Attendees</b>	Caine Webster (Principal), Libby Tuite (Presiding Member), Anita Press (Property), Rosie Clement (Fundraising), Simon Jones (Finance), Kate Excell (Staff Rep), Manuela Hodgson (Secretary)		
<b>Apologies</b>	Sophie Mexsom ( <b>Policy, Risk, &amp; Communication</b> )		
Meeting Agenda			
Item & Link to Papers	Led By	Action/Decisions	Resp/Time
1. Intro and Admin	Libby		
1.1 Welcome / Karakia			
1.2 Present / Apologies			
1.3 Appointment of the Presiding Member for 2024	Caine	Libby offered to stand again, no other board members were offering to stand. MV: Libby has been appointed the presiding member of 2024	
1.4 Declaration of Interests			
1.5 Confirmation of Agenda			
1.6 Confirmation of previous minutes <b><u>BOT Meeting Minutes 11th December.docx</u></b>	MV Simon, Anita		
1.7 Action Points / Matters Arising from Previous Meetings – exception reporting only			
2. Correspondence	Libby		
2.1 Board / School correspondence			
2.2 Education Gazette			
3. Strategic Direction	Caine	BOT to provide feedback Caine plus SLT to finish off the strategic plan To share the values with parents on interview day	Repeat in next meeting
3.1 <u>Strategic Plan</u>			
4. Performance   Student Progress & Achievement	Caine	Principal appraiser - to investigate for a new person to do this	Caine
4.1 Principals report  Principal report February 2024			
4.2 End of year student achievement data <b><u>End of year achievement data - BOT</u></b>		Application from out of zone year 8 student, Caine to have a meeting with the family and call the principal to get more info BOT accept enrolment depending on outcome of this meeting via email	Caine
		Achievement Data discussion: review target setting, providing more regular raw data to the board	SLT for next meeting
5. Performance   People & Capability	Caine		
5.1 Staffing capacity and student enrolments			
5.2 Staff capability development			
6. Assurance   Effective Governance			
- Chair's view of 2024 (Libby - 10 mins)		Comms to parents is going out in newsletter	
- <u>Phones in schools</u>			

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Principal Appraisal	Caine	Principal appraiser - to investigate for a new person to do this
Out of zone application from yr 8 student	Caine	Have a meeting with the family and call the principal to get more info BOT accept enrolment depending on outcome of this meeting via email
How/when to report achievement data to the board	Caine/SLT	Achievement Data discussion: review target setting, providing more regular raw data to the board
Government 100 day plan	Caine	Share timetables with the board next meeting
Government Schedule	Caine	Add links to governance schedule for governance policies
School Donations 2024	Libby	to draft comms
Fundraising	Rosie and team	Plan to be presented at the next meeting

## Completed Actions

What	Who	Info
Phones at Schools	Caine	Comms to parents is going out in newsletter
Follow up with auditors about 2022 annual report Budget update with 2023 end of year figures and send to Simon	Manuela Manuela/Caine	

Date:

27.3.24

Presiding Member:



