

MINUTES meeting of the Koraunui School Board on 23 February 2022

Meeting opening

1.1 Karakia Timatanga

Meeting opened at 1908

Agenda

2. Administration
3. Strategic decisions
4. Strategic discussions
5. Monitoring
6. Public excluded items
7. Other items

2: Administration

2.1 Attendance

Present

Spencer Hiess [SH], parent representative
Dave Lamont [DL], Principal
Gillian McPeake [GM], staff representative
Amber Pacheco [AP], parent representative
Chris Miller [CM], parent representative

Absent

Nil

In Attendance

Chris Blazkow [CB], interested in becoming Parent Representative

Speaking rights given to Chris at start of meeting.

2.3 Election of Chair

Election for chair conducted by GM (due to 2022 elections being delayed until September).

Single nomination of Spencer Hiess. Declared elected.

2.4 Declaration of interests

Carry over of declared interest by Chris Miller for partner employed as a TA.

2.5 Confirmation of previous meeting's minutes

Minutes of the previous meetings were reviewed and approved.

Motion: That the minutes from the December 2021 meeting are approved as accurate.

Proposed: SH Seconded: GM

2.6 Correspondence

The correspondence received was discussed.

3.0 Strategic decisions

3.1: 2021 Analysis of Variance

Reviewed and discussed. **DL** to send out to BoT members reading colour wheel and math levels for understanding.

3.2 Charter, priorities for the year & Annual Goal Development

Due date delayed by MoE

Board will meet in between full meetings to review Annual Goal developments.

4.0 Strategic discussions

4.1: School docs (overview)

Discussion to changes to review schedule and planning.

DL will contact school community for review topics

SH will email BoT with logon and orientation details.

SH Initial review of Governance policies to email out for BoT review prior to March meeting.

4.2: Board Code of Conduct

Review of this completed. No changes recommended

SH will update review date and forward to BoT members for signing and returning.

4.3: COVID response update

The schools COVID response was discussed and updates, aligned to the email correspondence received by the school community reviewed. Home learning including devices and hard packs prepared for if/when required. Online resources also planned for incorporating. Planning for phase 3 TBC once MoE guidance disseminated.

5. Monitoring

5.1: Principal's Report

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Discussed. Items of note included:

School roll numbers.

Acknowledgement of the work involved in ensuring a full complement of teaching and support staff over the summer holidays.

Consideration for ERO goals to be closely aligned with the strategic goals agreed.

Roll out of Structured Literacy to the senior classes in 2022.

5.2: Finance Report

The December 2021 and January 2022 Finance reports were discussed.

The overall financial position was a net deficit of \$14,537 at 2021 year's end. There are outstanding project works from the former project manager that may offset this once cleared in 2022.

Overall staffing remains the highest use of funds and an area that will remain closely monitored in 2022.

DL will look into the Bursar expenditures (Dec 2021) to confirm if coding error.

Motion: That the December 2021 Finance Report is noted as read.

Proposed: SH Seconded: GM.

Motion: That the January 2022 Finance Report is noted as read.

Proposed: SH Seconded: AP.

5.2.1: School Credit Card

Discussion around school applying for credit card now that cheques discontinued. DL will gather further information on Fees, Limits, names on and use of cards and liabilities.

5.3: Property Report

Discussed. Anticipation for the pool sheds and playground continues. Potential delays to Kowhai refurbishment due to building materials discussed. Hopefully will be outside the restricted periods.

Motion: That the February 2022 Property Report is read and accepted.

Proposed: SH Seconded: CM.

5.4: Health and Safety Report

Discussed. "Other" incorrectly coded for student.

6.0 Public excluded items

Motion: That the public be excluded from the in-committee proceedings of this meeting. The reasons for passing this resolution under section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) are to protect the privacy of natural persons subject to section 7(2)(a) of the LGOIMA.

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Proposed: SH Seconded: GM

The Board passed into committee at 2107 and out of committee at 2126.

7.0 Other items (Board set up and operations).

7.1: Board delegations (as outlined in Schooldocs)

Carry over of delegations from 2021 list discussed.

Motion: That the 2021 list of delegations carry over for 2022.

Proposed: SH Seconded: CM.

7.2: Member contact details

Will be updated as required.

7.4: 2022 Board Meeting Dates

Confirmed meeting dates for 2022. New board possible for September meeting.

SH to email admin requesting they be updated on school Website.

7.5: Board Member Vacancy

Resignation from Ofisa Taea discussed. Position will remain vacant until elections in September.

8.0 Items for next meeting.

Nil.

9.0 Karakia Whakamutunga

Meeting closed at 21.38.

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List of action points - current

Number	Who		Status
2021-05-19-#3	DL	Contact the Principal of Tui Glen School to discuss how Tui Glen works with Koraunui Marae including key contacts	• Pending
22-02-23 - #1	DL	Send out to BoT members reading colour wheel and math levels information	• Pending
22-02-23 - #2	DL	Contact school community for review of SchoolDocs topics	• Pending
22-02-23 - #3	SH	Email BoT with SchoolDocs logon and orientation details.	• Completed 28/02/22
22-02-23 - #4	SH	Initial review of Governance policies to email out for BoT review prior to March meeting.	• Pending
22-02-23 - #5	SH	Update Board Code of Conduct review date and forward to BoT members for signing and returning.	• Pending
22-02-23 - #6	DL	Investigate the Bursar expenditures (Dec 2021 Finance report) to confirm if coding error.	• Pending
22-02-23 - #7	DL	Gather further information on Fees, Limits, names on and use of Credit Cards and liabilities.	• Completed 24/02/22
22-02-23 - #8	SH	Email Admin requesting meeting dates be updated on school Website.	• Pending

List of recently completed action points

2021-11-03-#2	SH	Check if all the 2018 governance policies have been replicated in the School Documents Library.	• Carried over to new AP 22-02-23 - #4
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Signatures

These notes are an accurate record of the meeting.

Spencer Hiess, Presiding Member



Dave Lamont, Principal



23/03/2022