

MINUTES meeting of the Koraunui School Board on 23 March 2022

Meeting opening

1.1 Karakia Timatanga

Meeting opened at 1904

Agenda

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

2: Administration

2.1 Present

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

2.2 Apologies

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 Declaration of interests

No new declarations.

2.4 Presentation from Liz about her 2021 Study Leave.

2.5 Confirmation of previous meeting's minutes

Minutes of the previous meetings were reviewed and approved with minor corrections from JM to GM for Gillian McPeake.

Motion: That the minutes from the February 2022 meeting are approved as accurate.

Proposed: SH Seconded: DL

2.6 Correspondence

The correspondence received was discussed.

3.0 Strategic decisions

3.1: Strategic Goals

Review of aims, actions and measures.

4.0 Strategic discussions

4.1: School docs (overview)

Review of responses.

DL will update the site plan.

DL / GM will confirm with the changes to the office space that clipboards and emergency gear still ready and accessible.

4.2: Board Code of Conduct

SH to 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.

Availability of RATs being communicated to whanau.

Staff and student welfare remain important focus for leadership team.

Rolling average of 70-80 absent each day.

Home learning including devices and hard packs prepared for if/when required.

Barbara Hay providing craft packs to children that are isolating.

Planning for rest of T1 and into Term 2 TBC once MoE guidance disseminated.

5. Monitoring

5.1: Principal's Report

Discussed.

5.2: Finance Report

The February 2022 Finance report was discussed.

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

Proposed: SH Seconded: DL.

5.2.1: Draft Audited Accounts

Discussed the draft audited accounts.

Staffing remains the largest single expenditure item.

5.2.2 School Credit Card

Correspondence from bank discussed.

Confirmed that a Credit card would be fit for purpose and risks can be managed, incorporating the 'one up' process for review and signoffs in current financial delegations and procedures.

Motion: That the Board approves the application for a Credit Card with the following two conditions:

- 1) *The credit limit be \$500 or the minimum (if the lending institution has a different minimum amount)*
- 2) *There be a maximum of two cards issued in the names of Dave Lamont and Maree Hall.*

Proposed: SH Seconded: GM

5.2.3: Grant Application: Camp, Shade sail

Grant applications discussed for Camp and for Shade Sails

Motion: That the board approves the application to Four Winds for \$7500 to go towards camp related costs

Proposed: SL Seconded: AP

Motion: that the board approves the application to New Zealand Communities Trust NZCT for the costs associated with purchase and installation of shade sails.

Proposed: DL Seconded AP

5.3: Property Report

Discussed. Pool sheds and playground remain on track for T2 holidays construction.

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

Proposed: SH Seconded: GM.

5.4: Health and Safety Report

Discussed.

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 project the privacy of natural persons subject to section 7(2)(a) of the LGOIMA.

Proposed: SH Seconded: GM

The Board passed into committee at 2142 and out of committee at 2153.

7.0 Other items (Board set up and operations).

7.3: Board Member Vacancy

Nil contact from school community so far requesting a by-election. Close off date is 28/03/22.

8.0 Items for next meeting.

Nil.

9.0 Karakia Whakamutunga

Meeting closed at 2204.

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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 - #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 - #8	SH	Email Admin requesting meeting dates be updated on school Website.	• Pending


List of recently completed action points

22-02-23 - #3	SH	Email BoT with SchoolDocs logon and orientation details.	• Completed 28/02/22
22-02-23 - #2	DL	Contact school community for review of SchoolDocs topics	• Pending
22-02-23 - #4	SH	Initial review of Governance policies to email out for BoT review prior to March meeting.	• 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

Signatures

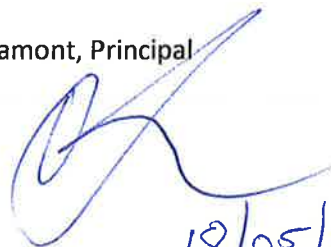
These notes are an accurate record of the meeting.

Spencer Hiess, Presiding Member



18/05/2022

Dave Lamont, Principal



18/05/2022