

MINUTES meeting of the Koraunui School Board on 01 November 2023

Meeting opening

1.1 Karakia Timatanga

Meeting opened at 1930. The BoT had a walk through the Kowhai block between 1905 – 1930 to view the progress.

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
Amber Pacheco [AP], parent representative
Chris Blazkow [CB], parent representative
Craig Gilmour [CG], staff representative
Renee Madsen [RM], parent representative

2.2 Apologies

Kris Dando [KD], parent representative

2.3 Declaration of interests

No new declarations.

2.4 Confirmation of previous meeting's minutes

Action points reviewed.

Motion: That the minutes from the November 2023 meeting are approved as accurate.

Proposed: SH Seconded: CG

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2.5 Correspondence

The correspondence received was discussed.

3.0 Strategic decisions

3.1: Board training Te Tiriti o Waitangi (Kahui Ako) from Monday 16 October 6pm at Tui Glen
CG reported back on training. Beneficial when looking at Boards responsibility leading and planning for school. CG suggests and will lead reviewing principals of Te Tiriti termly in 2024.

3.2: Charter, Priorities and Annual Goal Development
Data will be presented at next meeting by DL.

4.0 Strategic discussions

4.1 School docs.

Term 4 reviews open.

BoT members to complete between meetings.

Pool policy discussed. DL will add some Koraunui specific content to the School Docs template.

Pool Committee BoT representatives will be RM, AP and CG.

DL will include note in newsletter asking for parents interested to join Pool Committee and undertake training and ongoing support over summer in exchange for a pool access key.

SH will update Trustee Remuneration and Expenses policy to reflect BoT members receiving key also.

4.1.1 KCC External Review Feedback

Critical issues raised in report have all been addressed. Sign out of students for walking home has an updated formalised paper trail.

Some required actions have been remedied and others are underway.

SH will add standing KCC agenda item to Open and I/C section of meetings.

4.2 Strategic Plan Consultation Development

Draft plan shared by Spencer. Board agrees this is ready to be shared. SH will upload to School Facebook page and arrange uploading to school website and feedback form creation with Sharron. SH will also approach Koraunui Marae and SV Hub for contributions and support for sharing via them.

5.0 Monitoring

5.1: Principal's Report

Report Discussed.

Staffing reimbursements for incorrect deductions is a positive for funds. In depth discussion around teaching plan for 2024 discussed including MoE funded resourcing and board contributions and cover for during Sabbatical leave.

Motion: That the Teaching allocation plan for 2024 is supported.

Proposed: SH Seconded: AP

Motion: That the BoT approves the deferment of the 2023 Principal Wellness and Development funding to 2024 and it's use in 2024 to support leadership development within 2024 is supported.

Proposed: SH Seconded: CB

Motion: That the BoT approves the spending, from BoT reserves if required, any deficit in 2024 to cover the Fixed Term teacher on a 1-year contract to enable the teaching allocation plan for Te Puāwaitanga o te Kākano.

Proposed: SH Seconded: CB

PSA contracts for Admin and Learning Support Staff settlement has been reached and payments, including back pay are in progress.

2023 Pre-audit results identified three areas – Payroll processes – this is a nationally known inconsistency and EdPay are yet to provide a workaround for this. Credit Card signing by 1 up requirements – this will be enacted. BoT happy with minimal risk in this space due to lowest limits on credit cards. Purchase ordering requirements have been met with a Purchase Order book ordered to track all requests.

5.2: Finance Report

The September 2023 Finance report was discussed.

Motion: That the September 2023 Finance Report is noted as read.

Proposed: SH Seconded: CG

5.2.1 Draft Budget 2024

Reviewed and supported. Positive learning experience for CG helping DL with its development.

5.2.2 Grants

The BoT acknowledges with great thanks the donation of \$5,000 from Pub Charity to go towards the cost of the Yr 6 camp.

The BoT also acknowledges with great thanks the donation of \$20,000 from New Zealand Communities Trust to go towards the cost of replacing the deteriorating matting underneath the lower playground.

The BoT still has a funding shortfall of \$40,000+ to replace this matting with a hotmix cover or +\$70,000 for an interlocking matting on the basis of this a grant request will be sent to Pub Charity.

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Motion: That the BoT supports a grant request of \$41,580 to go towards the costs of replacing the matting on the lower playground.

Proposed: DL Seconded: CG

5.3: Property Report

Discussed. DL maintaining squeaky wheel with property managers for PE shed preventative work. MoE funding has been confirmed for the carpet and plastic underlay for Kowhai block. The plastic underlay has made an immediate difference to the humidity within the classrooms. The MoE has also approved funding for the security alarm upgrade and the new system will be installed this week. It will also allow for MoE planned upgrades in coming years.

Drinking fountains (and lack of due to vandalism and deterioration)

Motion: That the BoT approves funding for the purchase and installation of two new water fountains with drink bottle fillers.

Proposed: DL Seconded: CG

aMotion: That the October/November 2023 Property Report is read and accepted.

Proposed: SH Seconded: AP.

5.4: Health and Safety Report

Discussed. Staff injuries were from a falling drink bottle and a student lashing out. Further medical investigation was a possible broken arm that was a bad bump.

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.

Proposed: SH Seconded: DL

The Board passed into committee at 2203 and out of committee at 2226

7.0 Other Items (Board setup and Operations)

7.1 Document Destruction

DL requests BoT approval for document destruction in line with MoE guides

Proposed: DL Seconded: CB

7.2 Board delegations (as outlined in Schooldocs)

Update required for Gillian to act with delegations of Principal for T1 and T2 2024 and flow on for

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Acting DP.

SH will update to reflect this in advance of 2024.

8.0 Items for next meeting.

Nil

9.0 Karakia Whakamutunga

Meeting closed at 2230.

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List of action points - current

Number	Who		Status
10-05-23 #4	DL & AP	School pool policy and guides	• In progress
01-11-23 #1	DL	Pool Committee into newsletter	• Completed
01-11-23 #2	SH	Update remuneration policy	•
01-11-23 #3	SH	Add KCC to Open and In Committee templates	• Completed
01-11-23 #4	SH	Share Strategic Consultation documents	• Completed
01-11-23 #5	SH	Update Principal / Deputy Principal delegations for 2024	•
			•

List of recently completed action points

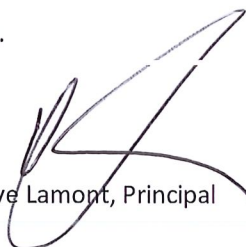
10-05-23 #2	DL	Seek out restraint authorisation template from Principal peers	• Completed
10-05-23 #3	DL	Obtain KCC attendance dues reports for June meeting	• Completed
06-09-23 #1	DL	Contact School Docs to remove RTL B policy	• Completed
06-09-23 #2	SH	Draft presentation for Strategic Plan review	• Completed
06-09-23 #3	SH	Reply to ERO re: Review	• Completed
06-09-23 #4	SH	Sign off of Makahika RAMS for camp	• Completed

Signatures

These notes are an accurate record of the meeting.



Spencer Hiess, Presiding Member



Dave Lamont, Principal