

Board of Trustees Meeting Minutes

Wednesday, 26 August 2020 at 5:30 p.m.

1. Administration:

- 1.1. Present: Jacqui Settle, Kelly Ayres, Di Greenwood, Lynda Donnelly (Acting Principal), Cherie Williams, Jill Corkin (LSM), Jarred Balle
- 1.2. Apologies: Tara Southgate, Myles Deighton
- 1.3. Opening prayer and welcome by Cherie
- 1.4. Confirmation of Previous Minutes 22 July 2020:

1.4.1. **Motion:** that the minutes of the meeting held on 22 July 2020 be accepted. Moved Jacqui. **Carried.**

- 1.5. Next Meeting: Wednesday 23 September, 5.30pm
- 1.6. Board Time Register for financial statements – each Board member needs to record the time they spend on Board work and add this to a register at each Board meeting please.
- 1.7. Thank you to: Cherie and Jake for organisation and leadership of the powhiri to welcome Linda; Kelly and Jared for work and savings in the property area.
- 1.8. Credit Card increase wording – the board previously agreed this increase from \$1000 to \$1,500. To meet banking standards the wording needs to be correct minuted; namely:

Let the minutes reflect that the Pakiri school BOT approve the increase of the school credit card master limit from \$1000 to \$1500 and also authorise the increase of the credit card limit in the name of Jacqueline Settle , Board Chair from \$1,000 to \$1,5000.

2. Public Excluded Session

Motion: The public is excluded from the discussion of confidential items relating to personnel and student issues, due to their sensitive nature. This conforms to Section 48 of the Local Government Official Information and Meetings Act 1987. Moved: Jacqui. **Carried.**

The meeting went into In-Committee at 5.38 p.m.

Motions passed In-Committee:

Motion: That the board agrees to request additional support at an advisory level for both finance and curriculum portfolios. Moved: Jacqui. **Carried**

Motion: That the board agrees for Linda and Jill to join the finance subcommittee and for Linda to join the property subcommittee. Moved: Jacqui. **Carried**

Motion: That the Board move out of public-excluded session as per Section 48 of the Local Government Official Information and Meetings Act 1987. Moved: Jacqui. **Carried.**

The meeting moved out of In-Committee at 6.47 p.m.

3. Review / Monitoring

3.1. Principals Report

3.1.1. The principal's report was tabled with information about the Health & PE Curriculum from teachers. Linda would like to speak to the mid-year assessment data at the next meeting, with some analysis. Assurances have also been delayed until the next meeting, to give Linda time to check on these.

3.1.2. **Motion:** That the Principal's report be passed. Moved: Jacqui. **Carried**

3.2. Policy Reviews

3.2.1. Learning Support Policy for review – no feedback received.

Motion: That we ratify the Learning Support Policy unchanged. Moved: Jacqui. **Carried.**

3.2.2. Draft COVID 19 Pandemic response plan - a suggestion was made by Jacqui that this be delegated to the COVID response team to sign off. Clarification of the team was made – Kelly, Di, Cherie (new) & Linda. Jill will circulate the updated plans to this team, and they will meet virtually on Friday 28th August at 5.30 to discuss them, so that they can be in place for school starting on Monday.

3.3. Financial Report July 2020

Motion: That we pass the Financial Report for July. Moved: Jacqui. **Carried.**

3.4. Finance Committee Update – Jacqui has now heard that we are likely eligible for the donation support for increased roll. Jacqui has summarised other changes in an email to the Board. There are some potential savings.

Jacqui asked the Board to consider whether we take on a paid minute taker for the rest of the year – Cost \$375 approx. for the next 3 meetings. Di asked if there would be a problem with her taking the minutes, and the Board agreed there would not be.

Motion: That we accept Di as minute taker on a voluntary basis for the remainder of the year. Moved: Jacqui. **Carried**

4. Strategic Discussions / Decisions

4.1. Library Renovations

As per the property subcommittee report, quotes have been received and labour is offered from the community. Darren (Griffiths) will put the paperwork for the Ministry together. The 5YA has had to be amended for this project. Jacqui has the documents to sign.

Kelly spoke in favour of employing Griffiths as Project Managers supported by Jill, Jacqui and Jarred. **Agreed.**

Agreed that we will go ahead with the project. Jarred spoke to the need to get this done in the holidays.

Jacqui will ask Darren what the timeline will be and whether we need to sign a new agreement with Griffiths.

Jacqui will sign the forms and send them to Griffiths, and Linda will go to their office in Whangarei to sign them as Acting Principal.

Delegation approved for the Property Committee to sign off on a new contract with Griffiths

4.2. Pet Day

Discussion about whether we hold to the day that has been set or move the date to allow for adequate sponsorship and support:

- Kelly is keen to push the date out because of the strain on businesses/financial impact on businesses and families and the fact that we will be in L2 with restrictions on gatherings until at least 6 Sept. This makes the timeframe very short.
- It was suggested that we may need to re-look at what we do for pet day – hangi, silent auctions, bric a brac or possibly 2 separate events for children and parents. The pet parade could still be done in school time.
- Di agreed that we could have a day at school for the children, supported by Jacqui.
- **Agreed** to postpone pet day. Linda will consider options for an event for the children at school with their pets, and the Board to revisit fundraising options at the next Board meeting.
- Jill and Linda to include this announcement in comms to parents on Thursday.

Discussion about what to spend the money on – staff have suggested moveable sports equipment and also storage or improvements to the bus shed for storage.

4.3. Budget Revision

This still needs more work, but Jacqui would like this agreed to and put in place so that we have more accurate reporting.

Motion: That the suggested budget revisions be accepted. Moved: Jacqui. **Carried**

4.4. Draft ERO report

The feedback from Tara was discussed.

Jill contributed one correct to Point 2.1.

Jacqui asked for any further errors of fact from trustees to be sent to her by the end of the week.

4.5. Te Roopu Manaaki o Pakiri Feedback

The roopu met last week. Jill gave a high-level overview of her work. Jake offered to involve the board and roopu in an understanding of the Dynamics of Whanaungatanga. Cherie spoke to this – both she and Jake have completed Dynamics and she recommends this as a personally empowering experience. It will be especially good to have Jake facilitate this, as a local and a kaumatua. **Proposed date for the hui – Saturday 12 September.**

Choice of 2 extra people to join the roopu – 1 from the Pakiri Pathway, 1 from Montessori Pathway. Decisions on who these people are will be left up to each group.

4.6. Montessori Pathway Review - the dynamics work above is the starting point for this, so further discussion was left at this point.

4.7. Digital Technologies Spend

Delegation to Principal - **Agreed.**

Linda is getting quotes at the moment and has discussed this with staff.

4.8. School House Pet Request

Kelly Norton has requested that they be allowed to have a dog on the property. The tenancy agreement says pets are OK by agreement with the landlord & neighbours. The agreement already has the cat noted but it needs to be amended to include the bird. Kelly Ayres expressed concern about damage by a dog to the clear finished floors. Jarred is happy with a dog being allowed, but would want to add a clause about the tenants rectifying any damage done. Jacqui agrees with this approach.

Motion: That the dog be permitted on the proviso that the tenants are willing to rectify any damage and the neighbours agree as per the Tenancy Agreement. Also, that the bird be added to the amended agreement. Moved: Jacqui. **Carried.**

4.9. Re-siting the Library Books

Jacqui has had an email today from Kevin Bartlett requesting removal of these from their premises, as their circumstances have changed.

Teachers have been discussing bringing the books back into classrooms. We need to explore whether we can store them safely in any of the sheds at school. Jacqui offered some temporary storage at her home, provided they could be covered.

Jarred suggested they be stored in the Pakiri hall. Kelly Ayres to investigate the possibility of the hall in the first instance.

Linda will discuss getting the books back into the classrooms with the teachers.

Di suggested a koha for the Bartletts as they have had the books for over a year and have been happy to store them for us.

The Board delegated the task to Do to get something appropriate. Budget \$50.

5. Progress Updates

5.1 Self-Funded Building – Tara has submitted an update in writing to the Board which has been circulated.

Closing karakia by Cherie.

Meeting closed at 8.14pm.

Signed as a true and correct record of proceedings:

 23/9/20

Jacqui Settle, Chairperson Pakiri Board of Trustees