

## Board of Trustees Meeting Minutes

Wednesday, 4 March 2020 at 5:30 p.m.

### 1. Administration

- 1.1. Welcome: Cherie led a whakatau to open the meeting and welcome Jill Corkin, Jarred Balle, and our visitors from the Ministry of Education.
- 1.2. Present: Jacqui Settle, Myles Deighton, Tara Southgate, Cherie Williams, Ingrid Stewart, Jarred Bale, Jill Corkin (LSM), Kirsty Ross (MoE), Kawhena Woodman(MoE).
- 1.3. Apologies: Di Greenwood.
- 1.4. Confirmation of previous minutes: Moved by Jacqui. **Carried.**
- 1.5. Jacqui moved to afford Jill standing speaking rights at board meetings for the length of her appointment. **Carried.**

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### 2. Special Topics: LSM appointment & Board appointment

- 2.1. Kirsty talked through the next steps for Jill now that she's been appointed as LSM for employment and communications. She said that a notice was put on <https://gazette.govt.nz> today announcing Jill as the LSM at Pakiri School. Jacqui said that there was a staff meeting today where Ingrid and Jacqui went through the appointment of Jill as LSM with the staff and that letters will be sent out to parents tomorrow.
- 2.2. We welcomed Jarred Balle to the Board.

Kawhena and Kirsty left the meeting at 6:17 p.m.

### 3. Review / Monitoring

- 3.1. Jacqui moved to pass the November financial report. **Carried.**
- 3.2. Ingrid went through the Principal's Report. Ingrid moved to pass her report. Seconded by Tara. **Carried**
- 3.3. The January and February financial reports were deferred to the next meeting.

### 4. Strategic Discussions / Decisions

- 4.1. Jacqui moved to adopt the final governance policy, Board Roles and Responsibilities. **Carried.**
- 4.2. Discussed Governance Processes and Procedures package and the option to appoint a minute taker. Agreed to advertise for a volunteer to take Board minutes. Jacqui moved to adopt the NZSTA governance processes & procedures package as emailed to the board including the provision to appoint a minute taker from outside the board. - **Carried**
- 4.3. 10YPP update & quotes received: Kelly talked through her phone call with Steve Waters, Property Consultant. Waiting on second quote for fencing and changing sheds. Concern that property plan costing expectations for repair of the shared boundary fencing sits below reasonable repair costs. Jacqui to email MoE Property Adviser around H&S risks and potential to access additional funding.
- 4.4. School Investment Package was deferred to the next meeting.
- 4.5. We are waiting on a second quote for wastewater dripper lines. Deferred to the next meeting.
- 4.6. Delegations & Committees:
  - 4.6.1. Jacqui moved to set up a Finance Committee comprising Myles, Ingrid, and Jacqui. **Carried.** The next step is that Jacqui will work on a Terms of Reference for this committee.
  - 4.6.2. Jacqui moved to set up a Property Committee, which will include the management of the school house comprising Kelly and Jarred. **Carried.** The next step is that Jacqui will work on a Terms of Reference for this committee and Kelly and Jarred will start on a work plan.
- 4.7. Cherie talked about the school house and how it is a source of income for the school and that she would like to get a rental property appraisal. Jacqui talked through our obligations as a landlord and that we need to make sure we are following them. The Property Committee will add this to their work plan.
- 4.8. We reviewed the draft charter. Ingrid would like to add to it and we are waiting for feedback from Ngāti Manuhiri and Ngāti Wai on the Maori Achievement Plan. Jill suggested that we submit it to the MoE in draft form. Jacqui moved that we submit the draft charter to the MoE tomorrow (5-March). **Carried.**
- 4.9. Policies: We discussed the Pandemic Plan in light of coronavirus.

## 5. Progress updates

- 5.1. Jacqui confirmed the days and times for when ERO would like to meet with the

Board. We agreed to put some key messages together for the Board.

5.2. Audit - Ingrid, Liz, & Jacqui meeting with the auditor tomorrow.

**6. Other matters arising:**

6.1. Cherie asked that the working bee on Saturday pause at 11 a.m. for half an hour for the Powhiri that will be happening down the street.

Cherie left the meeting at 7:45 p.m.

**7. Follow up Actions:**

- Tara to set up an email address for Jill and give her access to the shared drives.
- Tara to put the LSM letter on the website.
- Jacqui to meet with the MoE budget adviser to review the budget in light of the LSM role.
- Ingrid to advertise for a volunteer to take Board meeting minutes.
- Jacqui to follow up with Julie Mcalister about additional funding for property that poses a health and safety risk.
- Tara to write key messages for ERO.
- Tara to finish the infographic for the Graduate Profile and to get it out to the community ASAP.
- Tara to upload the draft Charter to the Website.

**The meeting moved into Public Excluded Session at 8:20 p.m.**

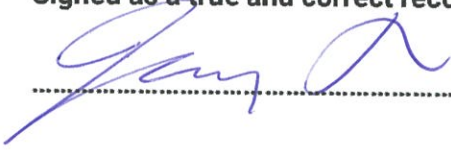
*The public is excluded from the discussion of confidential items relating to personnel and student issues, due to their sensitive nature. This conforms to Section 48 of the Local Government Official Information and Meetings Act 1987.*

**The meeting came out of Public Excluded Session at 9:07 p.m.**

**Meeting closed:** 9:07 p.m.

**Next meeting:** 1-April at 5:00 p.m.

**Signed as a true and correct record of proceedings:**

  
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Jacqui Settle, Chairperson Pakiri Board of Trustees

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