

Board of Trustees Meeting Minutes

Wednesday, 13 May 2020 at 5 p.m.

1. Administration:

- 1.1. Opening Prayer and Welcome.
- 1.2. Present: Jacqui Settle, Myles Deighton, Tara Southgate, Cherie Williams, Kelly Ayres, Di Greenwood, Jill Corkin, Jarred Balle, Ingrid Stewart, Kelly Norton, Jake Tahitahi, Robin Southgate.
- 1.3. Apologies: None
- 1.4. Confirmation of Previous Minutes:
 - 1.4.1. Jacqui moved to pass the minutes from the previous meeting. **Carried.**
- 1.5. Confirmation of Special Meeting Minutes:
 - 1.5.1. Jacqui moved to pass the special meeting minutes. **Carried.**
- 1.6. Jacqui moved to afford speaking rights to all of our visitors. **Carried.**

2. Review / Monitoring

- 2.1. Principal's Report:
 - 2.1.1. Ingrid talked through her Principal's report.
 - 2.1.2. Jacqui moved to accept the Principal's Report. **Carried.**
 - 2.1.3. Principal's assurances: not ready: **Deferred to next meeting**
- 2.2. Financial Reports Jan, Feb, March, April:
 - 2.2.1. Jacqui moved to accept the financial reports from January through to April. **Carried.**
 - 2.2.2. Jacqui talked through some payments that weren't budgeted for this year and an approach for reconciliation. Jacqui moved that we amend the budget by reducing the Financial Administrator budget by \$2,000, the Teacher Aide budget by \$3,300 and Board PD budget by \$750 and reassign these monies to account for the Playground Bark Purchase, annual 3R payment, School Docs Package, and Learning Subscriptions. **Carried.**
- 2.3. Priority Learners & Special Need Students Report: not ready: **Deferred to next meeting.**
- 2.4. Curriculum Report, Health and PE: not ready: **Deferred to next meeting.**
- 2.5. Policy Reviews: Documentation & Self-Review Policy:
 - 2.5.1. Jacqui moved that we adopt the 'Documentation & Self-Review' policy unchanged. **Carried.**

3. Strategic Discussions / Decisions

- 3.1. Appointment of Teacher Appraiser for Principal:

- 3.1.1. Jill talked through the service agreement and resume for Heather Bell.
- 3.1.2. Jacqui moved that we accept Heather Bell's service agreement. **Carried.**
- 3.2. Readiness for Alert Level 2:
 - 3.2.1. Ingrid talked through the space issues in the Kowhai classroom, which limit our ability to follow the MoE's distancing guidelines. Four possible solutions were put forward:
 - Hybrid model - remote/onsite switch for Montessori children.
 - The swap of classrooms.
 - Tuakana/Teina split between classrooms regardless of Pathway.
 - Use of the Pakiri Hall.
 - 3.2.2. Cherie and Jake do not support the swapping of the classrooms.
 - 3.2.3. Ingrid did not support the use of the Pakiri Hall.
 - 3.2.4. Jacqui moved to temporarily relocate the Montessori classroom to the Pakiri Hall from Monday (18-May) during COVID-19 L2, dependent on the approval of the RAMS assessment. **Carried.**
 - 3.2.5. Jacqui moved that we ask Hope if she can increase her hours from 0.8 to full time for the remainder of the term paid out of TS. This will put us over our allocated TS spend, but can be recouped next term. **Carried.**
 - 3.2.6. Ingrid will survey the parents ASAP to check that everyone is intending to send their children back.
- 3.3. Plan for Review of MoU:
 - 3.3.1. We discussed who should be at the first meeting to finalise the review plan. We decided to invite everyone from the BoT, Te Rōpū Manaaki and MMPT.
 - 3.3.2. The meeting was set for the 23-May at 10 am. Jacqui will coordinate with the BoT, Tara with MMPT and Cherie with Te Rōpū Manaaki.
- 3.4. New Principal's report template:
 - 3.4.1. Jacqui talked through the new Principal's Report template.
 - 3.4.2. Jacqui moved to adopt this new template. **Carried.**
- 3.5. Project Manager Appointment 10YPP:
 - 3.5.1. Kelly Ayres gave us an overview of her recent discussion with our Property Adviser at the MoE.
 - 3.5.2. Kelly has a list of recommended Project Managers and has emailed them. She's heard back from one and had a good phone conversation with him.
 - 3.5.3. Kelly moved to bring on a Project Manager. Seconded by Myles. **Carried.**
 - 3.5.4. Jacqui moved to delegate the choice of which Project Manager to appoint to the Property Committee. **Carried.**

4. Progress Updates

- 4.1. Pakiri Graduate Infographic:

- 4.1.1. Jacqui talked through the infographic.
- 4.2. School-wide Comms Plan:
 - 4.2.1. Jacqui talked through the Comms Plan that she, Tara and Jill have put together. Jacqui would like to send a Board Chair comms out shortly covering the review of the Montessori Pathway and the infographic.

5. Public Excluded Session

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 p.m.

6. Correspondence In:

6.1. None.

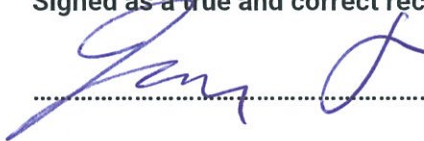
7. Correspondence Out

7.1. None.

Meeting closed: 9 p.m.

Next meeting: 10-Jun at 5:00 p.m.

Signed as a true and correct record of proceedings:

 10/6/20

Jacqui Settle, Chairperson Pakiri Board of Trustees