



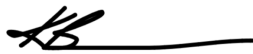
Reporoa Primary School

Board of Trustees AGM meeting agenda/minutes

28th February 2023, 6:30pm Staff room

Agenda Item:	Minutes:	Time
1. Administration	Karakia Rapua te huarahi whanui Hei ara whakapiri I nga iwi katoa I runga I te whakaaro kotahi	5 mins
1.1 Present	Richelle McDonald, Kate Bowron, John Guyton,, Nikkole Fell, Reece Williams	
1.2 Apologies	Megan Smith,	
1.3 Declaration of interests		
1.4 <i>Motion: Move that the above items be accepted</i>	Motion: Move that the above items be accepted Moved: Richelle McDonald Seconded: Nikkole Fell	
1.5 Election of Board PM	<i>Nominations</i> <i>John Guyton nominated Kate Bowron</i> Motion : That Kate Bowron remain as BOT PM for 2023. Moved: John Seconded: Richelle Carried: All	
1.6 Election of Board Deputy PM	Not currently necessary.	
2. Strategic Decisions		
2.1 Delegations Property - Kane & Reece Finance - Megan? & Kate Health and Safety - John, Kane, Nikkole Iwi rep - Megan? Current appointment process - All board members excluding the principal and staff representative. Staff Rep - Nikkole Behaviour - Any two BOT members plus	Allocate portfolios Discuss who is responsible for writing what reports and what they might look like. Signing of SUE Motion: The finance portfolio holder signs the SUE reports, in place of the presiding member as they are employed fixed term by the school. Moved: Richelle Seconded: Reece	20 mins

the principal			
2.2 Updated Work Plan	The work plan was updated to align with NZSTA. Richelle to make changes to the board governance and the curriculum areas.		
	Richelle to send out a google form to confirm the day of week meetings will be held..		
2.3 Emergency School closure	School was closed on the 14th February 2023 due to a major weather incident. The MOE has approved to reduce the number of days open by two for 2023.		
2.4 Leave Request	Motion: Move to accept Pip's leave request Moved: John Seconded: Nikkole		
3. Monitoring			
3.1 Principal's Report	Motion: Move to accept the Principal's Report including the above items, a, b, c, d and e Moved: Kate Seconded: John	30 mins	
Table as read, cover the following: <ul style="list-style-type: none"> a) Health and Safety b) Property c) Budget d) Kahui Ako e) MinsCompliance 			
3.2 Financial	Motion: Move to confirm the 2023 Budget. Moved: John Seconded: Kate		
3.3 Health and Safety Report	Motion: Move to accept the Health and Safety Report. Moved: Reece Seconded: John		
3.4 Work Plan	Privacy policy reviewed.		
3.5 Accessing School Docs			
- quick how to navigate and use			
- Review together			
4. Strategic Discussions			
4.1 Trustee skills analysis form	Discussion	5 mins	
4.2 Team building	Board members to have a team building evening on		

<p>4.3 NELP reporting</p>	<p>17th March. Details to be confirmed.</p> <p>Richelle explained what NELP reporting is and how it relates to our education system.</p>	
<p>5. Identify agenda items for next meeting</p>		
<p>4.3 Board Induction Process - how did it go what could we do better</p> <p>4.2 Whanau Group Wishlists</p>	<p>Senco Report Richelle will send out the health and wellbeing survey to be reviewed. Principal performance agreement</p>	<p>2 mins</p>
<p>6. Public Excluded Discussion</p>		
		<p>15 mins</p>
<p>7. Administration</p>		
<p>7.1 Confirmation of minutes -</p>	<p>Motion: Move to accept the previous minutes as true and accurate. Moved: Kate Seconded: John</p>	<p>2 mins</p>
<p>7.2 Correspondence</p>		
<p>8. Meeting closure</p>		
<p>8.1 Comments on meeting procedures and outcomes</p>		<p>2 mins</p>
<p>8.2 Preparation for next meeting</p>	<p>The week of the 27th - 31st March</p>	
<p>BOT Chair Signed:</p>	<p>Date:</p> <p>Kate Bowron </p>	