



Reporoa Primary School

Board of Trustees meeting agenda/minutes

5 September 2023 4 2023, 6:30pm Staff

Room

<u>Workplan</u>	<u>Policy Framework</u>	<u>Code of Conduct</u>
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Agenda Item:	Minutes:	Time
1. Administration	<i>Karakia</i>	5 mins
	Rapua te huarahi whanui Hei ara whakapiri I nga iwi katoa I runga I te whakaaro kotahi	
1.1 Present	Richelle McDonald, Kate Bowron, Nikkole Fell, Reece Williams	
1.2 Apologies	John Guyton, Megan Smith, Kane Polyblank	
1.3 Declaration of interests		
1.4 Speaking rights		
1.4 <i>Motion: Move that the above items be accepted</i>	Motion: Move that the above items be accepted Moved: Richelle Seconded: Reece Passed: All	
1.5 review to do		
2. Strategic Decisions		
2.1 Te tiriti o Waitangi - Gemma	Presentation (Next meeting due to so many away)	20 mins
2.2 Shredding accounts	Shredding 2015 accounts Motion: That Maureen can shred the 2015 accounts. Moved: Richelle Seconded: Reece Passed: All	
2.3 Dental Clinic	Richelle has emailed asking for more information	

<p>2.5 Te Mahau - School</p>	<p>about what our options are.</p> <p>Toolkit</p> <p>This will be worked through between now and christmas. This is broken down into sections as follows:</p> <ol style="list-style-type: none"> 1. Prepare your planning - This meeting 2. Understand who is in your community - This meeting 3. Engage with the community - 4. Draft plan - Last meeting 2023 5. Share your plans - First meeting 2024 <p>Richelle will send out a digital brainstorm asking about who in our community we need to consult with and what we need to ask. Ideas for engagement.</p>	
<p>3. Monitoring</p>		
<p>3.1 Principal's Report Table as read</p> <p>3.2 Additional Reports:</p> <ol style="list-style-type: none"> a) Health and Safety (Kane, Nikkole) b) Property (Reece, John) c) Finance (Kate, Megan) 	<p>Discussion about breakfast club due to attendance during calving and morning stress for families.</p> <p>Motion: Move to accept the Principal's Report Moved: Nikkole Seconded: Kate Passed: All</p> <p>Motion: Motion to accept the additional reports. Moved: Nikkole Seconded: Kate Passed: All</p> <p>A block is ready to go in the holidays. Richelle to follow up on police vets.</p> <p>Fence - school is responsible for fencing between the schoolhouse and the school. (Tanissha's house)</p>	<p>30 mins</p>
<p>4. Strategic Discussions</p>		
<p>4.1 2024 start and end dates</p>	<p>2024 = 384 half days</p> <p>Term 1 - 1st Feb - 12th April (inc. Waitangi Day and</p>	<p>5 mins</p>

	<p>Easter) Term 2 - 29th April - 5th July (inc King's Birthday and Matariki) Term 3 - 22nd July - 27th September Term 4 - 14th October - 17th December (inc Labour Day)</p> <p>Teacher Only Days x2 yet to be decided.</p> <p>Motion: Motion to accept the 2024 dates. Moved: Nikkole Seconded: Kate Passed: All</p>	
5. Identify agenda items for next meeting		
2.4 Code of Conduct		2 mins
Analysing the consultation data.	<u>Board role is to synthesise multiple forms of feedback and distil them into a few concise goals</u>	
6. Public Excluded Discussion		
		15 mins
7. Administration		
7.1 Confirmation of minutes -	<p>Motion: Move to confirm the previous minutes are true and accurate. Moved: Kate Seconded: Richelle Passed: All</p>	2 mins
7.2 Correspondence	Education Gazette	
8. Meeting closure		
8.1 Comments on meeting procedures and outcomes		2 mins
8.2 Preparation for next meeting	24 October 2023 6.30pm (wk 3)	

BOT Chair Signed:	Date: 5 September 2023 Kate Bowron 	
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Action List

Action	Person to action	Time frame
School Docs - to complete the three policy reviews for the BOT. <ul style="list-style-type: none"> - Inclusive Education - Māori Educational Success - Learning Support 	Everyone	ASAP
Brainstorm ideas	Richelle to send out Everyone to contribute	Friday 15th Sept