



Reporoa Primary School

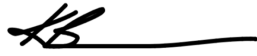
Board of Trustees meeting agenda/minutes

13 June 2023, 6:30pm Staff room

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, Megan Smith, Kane Polyblank, John Guyton	
1.2 Apologies	Reece Williams	
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 Seconded: Kane Passed: All	
1.5 review to do		20 mins
2. Strategic Decisions		
2.1 Terms of reference - Delegations	John had put together the delegation's terms of reference as far as he could. Sue reports to be delegated to be added to the Finance committee terms of reference. Motion: Move to accept the terms of reference - Delegations to be accepted as a live document and reviewed in 6 months. Moved: Kate Seconded: Kane Passed: All Motion: Move to accept Kate and Richelle to look	

<p>2.2 Workplan alteration</p> <ul style="list-style-type: none"> - Mid year budget 	<p>at other schools' terms of references.</p> <p>Moved: Nikkole Seconded: Megan Passed: All</p> <p>Motion: Move to accept the mid year budget review to be done in the first meeting of term 3 2023.</p> <p>Moved: Megan Seconded: Nikkole Passed: All</p>	
<p>3. Monitoring</p>		
<p>3.1 Principal's Report</p> <p>Table as read, cover the following:</p> <ul style="list-style-type: none"> a) Kahui Ako b) MinsCompliance <p>3.2 Separate Reports:</p> <ul style="list-style-type: none"> a) Health and Safety (Kane, Nikkole) b) Property (c) Finance <p>3.3 Auditors Letter and Audit Report</p>	<p>Motion: Move to accept the Principal's Report including the above items, a, b, c, d and e</p> <p>Moved: John Seconded: Kate Passed: All</p> <p>Update from Roger - WSP Audit reports/letter</p> <p>Document in drive and now on website.</p> <p>Motion: Move to accept the Auditors annual report and letter.</p> <p>Move: John Seconded: Kane Passed: All</p>	<p>30 mins</p>
<p>4. Strategic Discussions</p>		
<p>4.1 Bridget Hayes application for leave request</p>	<p>Motion: Move to accept Bridget Hayes leave.</p> <p>Moved: Nikkole Seconded: Megan Passed: All</p>	<p>5 mins</p>

<p>4.2 Resignation letter- Rebecca Kelly</p>	<p>Motion: Move to accept Rebecca Kelly's registration. Moved: Richelle Seconded: Kate Passed: All</p>	
<p>4.3 Waharoa Quote - approval needed</p>	<p>Motion: Move to accept the Waharoa quote subject to final approval on design. Moved: Kate Seconded: Megan Passed: All</p>	
<p>4.4 100th Centenary</p>	<p>The committee is going full steam ahead, this is set to happen over labour weekend 2023. They have gathered sponsorship and registrations will be sent out in a google doc.</p> <p>Minutes FYI. A Web page is being created. Facebook Page is gathering interest.</p>	
<p>5. Identify agenda items for</p>		
	<p>Curriculum reporting Terms of Reference - Delegations Te Reo Maori stocktake</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: Kane Seconded: Kate Passed: All</p>	<p>2 mins</p>
<p>7.2 Correspondence</p>	<p>Education Gazette</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>01 August 2023</p>	

BOT Chair Signed:	Date: 13 June 2023  Kate Bowron	
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Action List

Action	Person to action	Time frame
Terms of Reference - Hilltop example	Kate Bowron	Next Meeting