

## Minutes of Christian School Board of Trustees 17th August 2021

**1. Meeting opened in prayer at 5:30**

**2. Administration Matters**

- Present: D Rogers, M Norman, J Whitehead, L Cook, P Geisbers, M Shaw and C Bradley
- Apologies: Nil

**3. Board Correspondence 5-15 mins**

Inwards: STA News. July Issue 310

[Letter from Jacqueline Te Huia](#)

**“THAT J TE HUIA’S LETTER BE DEFERRED TO NEXT MEETING”**

D Rogers/P Geisbers

Carried

**4. Financial Report 5-15 mins**

- Presentation and analysis of the [financial accounts](#)

**Resolved: “THAT THE BOARD RECEIVE THE FINANCIAL MANAGEMENT REPORT JULY 31 2021”**

M Shaw/D Prickett

Carried

Matters arising from the Financial Management Report:

- 4.1. **Resolved: “That JULIE HAINES BE REMOVED AS A SIGNATORY TO THE SCHOOL’S ASB FASTNET INTERNET BANKING SERVICE”.**

D Rogers/C Bradley

Carried

- 4.2. **Resolved: “That SAREYA NORMAN BE ADDED AS A SIGNATORY TO THE SCHOOL’S ASB FASTNET INTERNET BANKING SERVICE.”**

D Rogers/L Cook

Carried

- 4.3. **Resolved: “THAT BOARD APPROVAL IS GIVEN TO SEEK FUNDS TOTALLING \$7564.63 FROM FOUR WINDS FOUNDATION.”**

D Rogers/C Bradley

Carried

5. **Policy Review:** (see Annual Agenda) 5-15 mins [Theft and Fraud Prevention Policy](#)  
**Resolved: “THAT THEFT AND FRAUD PREVENTION POLICY REPORT TAKEN AS READ.”**

D Rogers/M Shaw

Carried

Discussion and any matters arising from the report:

Principal to check that signatories are following the standard accounting criteria for not-for-profit. If needed, added to the policy.

- 5.1. **Resolved: “THAT THE PRINCIPAL TABLE A DEBIT CARD STATEMENT WITH THE MONTHLY FINANCIAL SUMMARY ONCE THE CARD IS IN PLACE”**

P Geisbers/C Bradley

Carried

6. **Curriculum Review** (see Annual Agenda) 5-15 mins  
[Literacy - Primary](#)

- 6.1. **Resolved: “THAT THE LITERACY - PRIMARY REPORT BE TAKEN AS READ.”**

D Rogers/M Shaw

Carried

[Literacy - Secondary](#)

- 6.2. **Resolved: “THAT THE LITERACY - SECONDARY REPORT BE TAKEN AS READ.”**

D Rogers/P Geisbers

Carried

Discussion and any matters arising from the report:

Suggested curriculum report template to become required.

- 6.3. [Biblical Studies Reflections](#)

- Resolved: “THAT THE BIBLICAL STUDIES REFLECTIONS BE TAKEN AS READ.”**

D Rogers/M Shaw

Carried

6.4. [AIMS GAMES Trip Form Approval](#)

**Resolved: “THAT THE AIMS GAMES TRIP BE APPROVED.”**

D Rogers/P Geisbers  
Carried

7. **Strategic Focus** (see Annual Agenda) 45-60 mins:

- **Principal’s Report:** [Ongoing summary of progress](#) to date. [Sample Monitoring NCEA](#)

**Resolved: “THAT THE PRINCIPAL’S REPORT BE TAKEN AS READ.”**

D Rogers/M Norman

Discussion and any matters arising from the report:

Principal explained the NCEA monitoring.

8. **Special Topic:** (see Annual Agenda)

[Annual Plan.](#)

**Resolved: “THAT THE BOARD ADD TO THE SEP AND NOV AGENDA ANNUAL AGENDA ITEMS FOR 2022 PLAN.”**

M Shaw/M Norman  
Carried

9. [10YP Discussion](#)

**Recommendation: “THAT THE BOARD ADOPT THE 10 YEAR PROPERTY PLAN.”**

Left on the table.

Attendance Dues discussion

**Recommendation: “THAT THE PROPRIETOR TABLE STATEMENT OF ATTENDANCE DUES AND CONFIRMATION OF POLICY ONE FUNDING AT THE BOARD’S ANNUAL REPORT.”**

Left on the table.

10. **Confirmation of [previous minutes](#)**

**Resolved: “THAT THE PREVIOUS MINUTES BE ACCEPTED AS A TRUE AND ACCURATE RECORD.”**

P Geisbers/M Norman

Discussion and any matters arising from the minutes:

No autex for hall. Counsellor did not engage.

**11. Meeting Closure 5-15 mins**

- Comments on meeting procedures and outcomes: Meeting got bogged down on the issue of absenteeism.

Preparation for next meeting

- Property Report and Attendance Dues first on the agenda. Get informed about the health curriculum, Annual Plan items to be on agenda.

**Next Meeting: 28th September**

**12. Meeting closed at 7:40pm**

2021	23 Feb	9 Mar	13 Apr	25 May	06 Jul	17 Aug	28 Sep	09 Nov
Policy Review (5-15 Mins)	Privacy	Financial Planning & Financial Condition		Asset Management		Theft and Fraud Prevention		Health and Safety & legal responsibilities
Curriculum Review (5-15 Mins)		Gateway TA	Maths Primary LG Secondary YV Technology TV Arts (and MPA)	Te Reo	Literacy Primary JR Secondary TW	Biblical Studies DR – all class teachers to provide brief statements to DR	Health and PE Primary DP Secondary KL	Science Primary DP Secondary THV
Strategic Focus (45-60 Mins)		Variance reports and annual targets confirmed	Waimate Site Managers Report	Local Curriculum DR, YV, DP	3 Year SP		Satellite progress report	Budget
Special Topic (45-60 Mins)	Principal's appraisal report and agreement	Charter Consultation	Property plan  Confirm Annual Plan	Special Character		Annual Plan	Annual Plan	Annual Plan