# **Meeting Minutes December 10th 2024**

#### 1. Administration Matters

Apologies: D Kaka

**Present:** M Shaw, M Norman, K Paraone, R Torr, D Rogers and M Tito. E Podal joined the meeting at 4:30 pm.

### 2. Board Correspondence

The Board agrees in principle for the kapa haka roopu to support the Waitangi event in 2025. D Rogers to communicate with the teacher in charge.

#### 3. Financial Report

**Resolved:** "That the analysis of the financial accounts be approved."

D Rogers/R Torr

- 4. Policy Review: Legal Responsibilities Policy
  - a. <u>Pandemic Plan</u> sits inside the Health and Safety Policy. The process needs updating at a procedural level with staff.
  - b. **Board Assurance (ERO)** is our external evidence that we are following this policy.

**Resolved:** <u>That</u> the review of the Health and Safety and the Legal Responsibilities policies be accepted."

M Shaw/D Rogers

Note: RAMS need to be updated.

**5.** Curriculum Review: Social Science: Not reported on. Deferred to next year. Resolved: That the Board insists that the Principal ensure that Staff adhere to curriculum overview and report on it."

D Rogers/M Shaw

**6. Strategic Focus**: Literacy and Numeracy Targets

Strategic Plan 2024 including the

Principal's Report: Ongoing summary of progress to date.

**Resolved:** "That the Board record a heartfelt vote of thanks to the staff and students for the overall improvement in the writing targets."

Principal outlined a strategy to improve the writing results for the 'well-below' students.

**Resolved:** That the Board supports staff member X to finish her Master's qualification to the tune of \$2,500."

D Rogers/M Norman

(One declaration of a conflict of interest.)

**Resolved:** That the principal's report be adopted.

D Rogers/M Tito

7. Approval for 2025 <u>Urupukapuka Camp</u> sought (before February 3rd) Left on the table for further information to be added.

## 8. Staff Report

R Torr spoke to his report. Points noted.

Member Paraone expressed on behalf of the Board appreciation for the work of the staff under the challenges they have faced this year with staff shortages.

9. Special Topic: Property

**Resolved:** "That the Board accept the quote K and M Painting and Plastering services for the exterior repaint."

(One declaration of a conflict of interest.)

D Rogers/R Torr

Condition report on flooring and minor items tabled. Capital works still to come. Will all feed into the updated Ten Year Property Plan.

10. Previous Meeting Minutes taken as read.

#### 11. Meeting Closure

Comments from the Presiding Member about the state of the nation.

2024	13 Feb	18 Mar	07 May	18 Jun	30 Jul	10 Sep	22 Oct	03 Dec
Policy Revie w (5-15 Mins)	Disciplinar y Process Principal's Profession al Expenses Reporting to the Board	Updating Board policies and Manageme nt policies and procedures.	Curriculu m Delivery Policy		Personnel Policy		Financial Planning, Financial Condition, Asset Manageme nt Policies	Pandemic, Health and Safety Policy Legal Responsibili ties Policy
Curriculu m Review (5-15 Mins)		Te Reo		Gateway		Science		Social Sciences
Strate gic Focus (45-60 Mins)	Annual Targets, plan and variance report		NCEA Progress		Numeracy and Literacy Targets		Budget, Annual Plan	Numeracy and Literacy Targets
Spec ial Topi c		Special Character		Property Report			NCEA Progress	

Note: Special Topic can be set by board as the need determines and reviewing the implementation of policy begins at Board Governance Policy page 3.