

NAME	ROLE	PRESENT	APOLOGIES
Fiona Cavanagh	Principal	Present	
Jeannie Galavazi	Presiding Member	Present	
Richie Heap	BoT Member	Present	
Newell Hodgson	BoT Member	Present	
Amanda Robinson	BoT Member	Present	
Ebony Webster	BoT Member	Present	
Katie Hart	Staff Representative	Present	
Matt Leach	Deputy Principal		Apologies
Justine Lock	Deputy Principal	Present	
Carly Blackburn	Board Secretary	Present	

ACTION ITEMS

Actions to be completed	Person(s) responsible	Completed
Fiona's job description to be accepted at the next meeting.	Fiona	
Fiona to consult with teachers as to what they would like for playground options/design and revert by the end of the term.	Fiona	
Jeannie to ask a playground specialist about guidelines on who project manages this and on what a good plan looks like.	Jeannie	
Richie to speak to Quentin of Snowmachine and Southbase regarding the event.	Richie	
Carly to send Southbase contact to Richie along with Quentin's details	Carly	Done
Newell to contact Lindsay at Flomac regarding drains	Newell	
EOTC borrowing procedure to be expanded and brought to the next Board meeting	Fiona/Matt	
Finance SC to continue to work on a similar fund to the Awhi fund. Information to be gathered	Finance SC	
Fiona and Ebony to meet to go over the process for the sod turning ceremony	Fiona/Ebony	
Carly to circulate Casual Vacancy Notice	Carly	

2. CONFLICTS OF INTEREST

None to declare

3. MINUTES OF PREVIOUS MEETINGS

(Tabled and questioned at the meeting).

Jeannie Galavazi approved the previous minutes. This was seconded by Fiona Cavanagh.

4. CORRESPONDENCE

INWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION
		n/a	

OUTWARD CORRESPONDENCE

DATE REC	FROM	CONTENT	DECISION / ACTION
		n/a	

5. HEALTH & SAFETY

Amanda Robinson moved that the H&S report be accepted. This was seconded by Katie Hart.

6. PRINCIPAL'S REPORT (Full Report available on intranet site)

Amanda Robinson moved that the Principal's report be accepted. This was seconded by Katie Hart.

7. ROLL COMMENTARY

Richie Heap moved that the roll commentary be accepted. This was seconded by Ebony Webster.

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

[Leases update](#)

Quotes for rent to return for 4 x TVs and renewal of 120 chromebooks for approval. These are all in budget.

Jeannie Galavazi moved that these leases be approved. This was seconded by Amanda Robinson

Fiona Cavanagh moved that the Finance Report be accepted. This was seconded by Katie Hart.

9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Modulars update

9 June - Southbase to set up fencing

15 June - demolition begins

28 June - excavation begins

Fiona and Ebony to work on the sod turning ceremony as the school is responsible for inviting the guests. Ebony to meet with Fiona to go over this. A date needs to be set for this after 9 June but before 15 June. Ebony to organise before the end of next week.

Junior playground is being delivered at the end of the project.

The school needs to get on with a design for the playground so it can get some pictures and some quotes and then tender it out.

There needs to be consultation with the teachers as to what they would like for the scope for the playground. Consultation occurred in term 2 of 2022. Refer to feedback.

Media Plan

Newell and Amanda met with Fiona Reeve Consulting to discuss funding, branding and marketing, the whole communication package. The target figure is \$1m over two to five years. The playground could be \$400k and then astro turf and so on.

This amount needs to be fundraised at the beginning. People could fund a certain part of it or just donate to the bigger pot.

There needs to be a monthly media plan on the milestones that are happening. Every time it goes out, a request for donations could be added in at the same time.

There needs to be someone to manage all of the funding applications. This is a professional occupation to keep it streamlined.

Refer to Amanda's doc [here](#).

The Board approves this as a good idea to try and fundraise over and above what is getting built. The Board agreed to an initial spend of \$15k to be allocated to this. Fiona and Carly to go over the comms plan and see if there is anything the school/Board could do itself. Carly to create a budget line for income and expenses for this.

A contract would need to be drafted between the consulting group and the school. This could be in the form of a Contract of Services to come from them.

Someone will need to give the comms people 5 hours of their time each week. The comms people will probably need to be working on this 20 hours per week initially.

Newell is happy to continue with overseeing the property. He is also happy to meet with the comms people again to get them started with a guideline of how many hours they will be needed for. They can then tidy up their proposal and come up with how they would see it in a timeframe.

They could also prepare some comms for the sod turning ceremony and then kick it off in July.

Richie to be point of call in Newell's absence.

Richie Heap moved that the Property Report be accepted. This was seconded by Newell Hodgson.

10. POLICIES FOR REVIEW

No policies are due for review this term

The Finance sub committee approved the [Fuelcard Policy](#).

A reminder of the review schedule [is here](#)

Latest newsletter summary from SchoolDocs [here](#)

11. AOB

Debbie Hutton has resigned from the Board of Trustees and stood down at the last Board meeting which took place on 10 May. The Board agreed to fill her seat on the Board by selection. Carly will circulate the [Casual Vacancy Notice](#) to replace her to the school community and away the 28 days to see if more than 10% of the community votes on a by-election instead.

Meeting closed at 6.05pm

Next meeting: 22 June 2023

These minutes (as above) are certified as being a true and correct copy of the committee of the Board of Trustees of Queenstown Primary School.