

AGENDA



Board of Trustees Meeting Thursday 30 March 2023 5.00pm - QPS Boardroom

1. ATTENDANCE
2. CONFLICTS OF INTEREST DECLARED Register : [Click to view](#)
Welcome to and introduction from Ebony Webster
3. MINUTES OF PREVIOUS MEETING [Click to view](#)
4. CORRESPONDENCE [here](#) Inwards: [Electoral Commission](#)
Outwards :
5. HEALTH & SAFETY (Matt) [Click to view](#) [Wilding Pines Plan](#)
6. PRINCIPAL'S REPORT [Click to view](#)
7. ROLL COMMENTARY [Click to view](#)
8. FINANCE : Sub- committee feedback (tabled) [Click to view](#)
9. PROPERTY : Sub-committee feedback (tabled) [Click to view](#) [Property Procurement](#)
10. POLICIES REVIEWS [Click to view](#) Sustainable Transport
11. GENERAL BUSINESS [Snowmachine](#)

IN COMMITTEE MEETING : - staffing
 -Death of parent

In Committee / Exclusion of Public

That in terms of Section 48 of the Local Government Information and Meetings Act 1987, the public be excluded from this part of the meeting because the Board wishes to discuss matters which if discussed in public infringe on the privacy of a natural person under section 09 (2) of the official information Act 1982

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

ACTION ITEMS

Actions to be completed	Person(s) responsible	Completed
Newell to contact Lindsay at Flomac regarding drains	Newell	
EOTC borrowing policy to be expanded and brought to the next Board meeting	Fiona/Matt	ongoing
The school needs assistance with comms for the modular project. Jeannie to share a template with the Board. After the decision of the business case, the Board can decide whether a PR person needs to be engaged. Amanda to get some quotes for this. Agenda item for next meeting. Funding consultants proposals to be brought to the next meeting.	Jeannie/Newell/ Amanda	ongoing
Carly to go back to the Electoral Commission to say they can use the hall	Carly	Done
Ebony to approach the Maori community to try to get them to come along to the Whanua Hui	Ebony	
Finance SC to continue to work on a similar fund to the Awhi fund. Information to be gathered	Finance SC	
Amanda and Newell to write a brief re property	Amanda/Newell	
Carly to go back to Rubix with decisions on 5YA roles	Carly	Done
Carly to start a draft of an events policy	Carly	ongoing
Carly to circulate guidelines on School Docs to the Board	Carly	Done
Fiona to share her changes on the current policies under review with Jeannie	Fiona	
Fiona to circulate a google doc with conditions for use of fields by Snowmachine	Fiona	
Richie to speak to Al Brown of the Kiwi Birdlife Park re snowmachine event	Richie	
Fiona to draft a job description which she will then share with Jeannie	Fiona	

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 Debbie Hutton.

4. CORRESPONDENCE

INWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION
21 March 2023	Electoral Commision	QPS as voting place	approved

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

5. HEALTH & SAFETY

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

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

Fiona and Matt met with Al Brown (Kiwi Birdlife Park) and he is against the Snowmachine event. Last year people jumped the fence and crushed some of the kiwi eggs.

Fiona's appraisal - Craig explained to the Board how he does his appraisals and the elements he uses for them.

Fiona Cavanagh moved that the Principal's report be accepted. This was seconded by Jeannie Galavazi.

7. ROLL COMMENTARY

Richie Heap moved that the roll commentary be accepted. This was seconded by Katie Hart.

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Debbie Hutton moved that the 2022 Annual Report be accepted. This was seconded by Fiona Cavanagh.

CToS grant - should we set up something similar to the Awhi fund similar to WHS. The school would like to make this a good news story.

Carly has prepared a spreadsheet to show budget changes in house.

Amanda Robinson moved that the Finance Report be accepted. This was seconded by Jeannie Galavazi.

9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

No new minutes since the last meeting.

Fiona Cavanagh will be the Procurement Sponsor for the 5YA projects. Newell Hodgson will be on the Tender Evaluation Team.

10. POLICIES FOR REVIEW

The policies due for [review are here](#).

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

Latest newsletter summary from SchoolDocs [here](#)

Physical Restraint Policy update:

- [Physical restraint internal review](#)
- Draft - [minimising physical restraint](#)
- New - [reducing student stress](#)
- New - [acceptable physical contact](#)

The Board confirms the school complies with the requirements set out by the Education and Training Act 2020 with regards to the Physical Restraint policy.

11. AOB

Snowmachine proposal was discussed. Feedback from last year from the police was positive.

The Board feels it would be financially beneficial to the school, however, it would all be dependent on resource consent from the Council. There is a concern about the matting to be used on the field.

Comms would need to be clear to the community right from the outset. This would need to come from the Board so that Fiona was not the main point of contact for the event.

Voting to approve this use of the fields was 7 votes for and 1 vote against. It was therefore passed. However, this approval is to be subject to conditions.

Meeting closed at 6.55pm

Next meeting: 11 May 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.