

AGENDA



Board of Trustees Meeting Thursday 9 March 2023 5.30pm - QPS Boardroom

1. ATTENDANCE
 2. CONFLICTS OF INTEREST DECLARED Register : [Click to view](#)
 3. Election of Presiding Member
 4. Analysis of Variance - Fiona to report to BoT [QPS Charter 2023](#)
 5. MINUTES OF PREVIOUS MEETING [Click to view](#)
 6. CORRESPONDENCE [here](#) Inwards: [NZSTA Board Checklist](#)
Outwards :
 7. HEALTH & SAFETY (Matt) [Click to view](#)
 8. PRINCIPAL'S REPORT [Click to view](#) [Draft EOTC Asset Borrowing Policy](#)
[2023 Annual Plan](#)
[Staff/Student Wellbeing](#)
 9. ROLL COMMENTARY [Click to view](#)
 10. FINANCE : Sub- committee feedback (tabled) [Click to view](#) [EOTC Asset Register](#)
Playground funding
Fi to present requests for increases in
approved draft budget
 11. PROPERTY : Sub-committee feedback (tabled) [Click to view](#) Media plan for MOE Projects
 12. POLICIES REVIEWS [Click to view](#)
 13. AOB [Policy Framework](#)
[Music Festival](#)
- IN COMMITTEE MEETING :**
- Student stand downs
 - Staffing
 - Leave request

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		Apologies
Katie Hart	Staff Representative	Present	
Matt Leach	Deputy Principal	Present	
Justine Lock	Deputy Principal	Present	
Carly Blackburn	Board Secretary	Present	

ACTION ITEMS

Actions to be completed	Person(s) responsible	Completed
Wilding Pines - Matt to write a report to Otago Museum to say how the remaining funds are to be used.	Matt	
Fiona to contact Lindsay at Flomac regarding drains	Fiona	
EOTC borrowing policy to be expanded and brought to the next Board meeting	Fiona/Matt	
Carly to submit the Annual Plan and the QPS Charter to the MOE via the data portal	Carly	Done
Fiona to share all the information to do with all music festivals (Nest Fest and Snowmachine) with the Board prior to the next Board meeting	Fiona	Done
LTO information - Carly to circulate	Carly	Done
Check SchoolDocs for guidelines on events	Carly	Done
Birdlife Park boundary to be brought to the next Property SC	FYI	
The school needs assistance with comms for the modular project. Newell said he may know of someone	Newell	

2. CONFLICTS OF INTEREST

None to declare

3. Election of Presiding Member

The Board nominated Jeannie Galavazi as Presiding Member of the Board for 2023. Debbie Hutton nominated, Richie Heap seconded. This was passed unanimously.

Co-opting of Board Member - Ebony Webster has submitted an eligibility declaration to join the Board of Trustees as a co-opted member of the Board to bring her Maori cultural perspective in meeting the Treaty of Waitangi obligations. The Board passed this resolution for her to join the Board until the end of the Board term in 2025. This was passed unanimously.

4. Analysis of Variance

Fiona drew the Board's attention to the [QPS Charter](#) and talked to the analysis of variance. She shared her concerns in relation to Maori students' achievement and explained what priority students are.

5. MINUTES OF PREVIOUS MEETINGS

(Tabled and questioned at the meeting).

Jeannie Galavazi approved the previous minutes. This was seconded by Katie Hart.

6. CORRESPONDENCE

INWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION
07/02/2023	NZSTA	Board Checklist	FYI

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

7. HEALTH & SAFETY

Amanda approved the SAPs for both Moke Lake and Glendhu Bay camps.

Matt and Fi met with the Birdlife Park. They would like the boundary hedge rubbish to be cleared away. The trees on their fenceline were also discussed. It will be a huge job to clear this rubbish away. This is to be brought to the Property Sub Committee.

Jamie has reset the poison for the wasps.

Debbie Hutton moved that the H&S report be accepted. This was seconded by Jeannie Galavazi.

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

EOTC asset borrowing policy - management made the decision to allow staff to borrow EOTC equipment in the holidays. Concerns were raised around the EOTC assets not being for the sole use of the children. The policy needs further work and should be brought to the next board meeting with the following items addressed:

- Who checks the EOTC equipment out and in?
- Is every tent unpacked to check it?
- How long can they be used for?

Jeannie Galavazi moved that the Board approved the 2023 Charter and Annual Plan. This was seconded by Katie Hart. This can now be submitted to the MOE via the data portal.

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

9. ROLL COMMENTARY

Richie Heap moved that the roll commentary be accepted. This was seconded by Newell Hodgson.

10. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Fiona proposed changes to the draft 2023 budget as per [this document](#). The Board ratified the amended [draft 2023 budget](#) with an operating deficit of \$57,857 and a cash surplus of \$1,751.

Debbie Hutton moved that the 2023 budget be approved. This was seconded by Katie Hart.

The Board approved the balance of the Wilding Pines grant be moved to the 2023 budget. Full amount is \$8,855.69.

- All 2021 debt has been written off - \$66,957.34. This includes Urban camp, Stewart Island camp and all outstanding parent contributions.
- All 2022 voluntary donations have been written off - \$19,208.82

- Leavers debt at 31 Dec 2022 was \$56,854.23. This still needs to be written off.
- **NB Parent Contributions came in at 68.89% and donations came in at 60.38%**
- All 2022 transactions will remain on accounts for this year
- All term investments have been renewed in January 2023.
- PTA invoice for \$6,000 has been voided.

Fiona confirmed that all Budget Holders have now signed their budget delegation forms.

Leases

A359406P lease for Makeblock LaserBox expires March 2023. Tino recommends the school buys this outright at a cost of \$739.13 as opposed to leasing again at a cost of \$8,820.83 over 3 years from PB Tech (quote only) which does not include the 10% cost to Equico (the leaser). This does not include insurance.

108242 - TRL - 7 x Macbook airs are due to come off lease at 31 May 2023. The school will be looking to purchase these and we have budgeted accordingly as an asset in the draft 2023 budget. The approximate cost will be \$690 per device.

Debbie Hutton moved that the Finance Report be accepted. This was seconded by Katie Hart.

11. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Newell gave an update on the ongoing property projects.

The school needs someone to help with the media around the modulars and the ECE project.

The school needs to put out information to the community every month with an update. If there is someone that could do this that is not on the committee, that would be helpful.

Debbie Hutton moved that the Property Report be accepted. This was seconded by Richie Heap.

12. POLICIES FOR REVIEW

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

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

Latest newsletter summary from SchoolDocs [here](#).

The Board accepted the [Physical Restraint](#) guidelines which became law on 7 February 2023. In response to this the Board accepts the changes made to the [Physical Restraint](#) policy and notes that further updates will be made.

The Board notes the [Internal Review](#) updates.

13. AOB

Meeting closed at 6.28pm

Next meeting: 30 March 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.