

AGENDA



Board of Trustees Meeting Thursday 22 June 2023 5.30pm - QPS Boardroom

TIME	ITEM	SUPPORTING DOCS
5.30	1. ATTENDANCE	
5.30	2. CONFLICTS OF INTEREST DECLARED	Register : Click to view
5.35	3. MINUTES OF PREVIOUS MEETING	Click to view
5.45	4. CORRESPONDENCE here	Inwards: Isolation Index Update Outwards : n/a
5.55	5. HEALTH & SAFETY (Matt)	Click to view
6.00	6. PRINCIPAL'S REPORT	Click to view Student Achievement Student roll numbers
6.25	7. ROLL COMMENTARY	Click to view
6.30	8. FINANCE : Sub- committee feedback (tabled)	Click to view Draft budget changes
6.40	9. PROPERTY : Sub-committee feedback (tabled)	Click to view PSG Minutes Playground - Park Central PR & Comms Plan Snowmachine
7.10	10. POLICIES REVIEWS	Click to view How to review policies BoT Code of Conduct
7.15	11. GENERAL BUSINESS	Draft EOTC Asset Borrowing Policy Sustainable Transport

- IN COMMITTEE MEETING :**
- **Board Member Candidates**
 - **Study Award Application**
 - **Staffing support**
 - **Leadership Structure**

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		Apologies
Amanda Robinson	BoT Member	Present	
Ebony Webster	BoT Member	Present	
Katie Hart	Staff Representative		Apologies
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
Carly to scan Fiona's job description and share with the Board.	Carly	Done
Future agenda item - PUDO - better policing in future. How do we do this?	BoT	
Jeannie to put together a few lines for the newsletter to let the community know that the car park and PUDO will be shut over the holidays	Jeannie	
Carly to create a roster for BoT members to visit classes and see teachers in action	Carly	
Fiona to circulate the feedback from the communications survey to the BoT	Fiona	
BoT to attend a morning tea for the staff at 11am. Fiona to source the food and code to BoT expenses. Carly to send out an invite for this.	Fiona/Carly	Done
Budget holder discussion to be brought to the Finance SC. Carly to add to the agenda.	Carly	
Playground expert - put this on the agenda for the next PSG meeting	Carly	
Need to complete a procurement plan and agreement for the comms & PR plan. Fiona & Jeannie to go over this in their weekly meeting	Fiona/Jeannie	
Amanda to share some names of people to fill the gap for the funding/grants applications	Amanda	
Carly to complete the Third Party Occupancy form and also send Richie the information we need to progress this	Carly/Richie	Done
Fiona to go back to Muazam at MOE and revisit the timeline for the sod turning ceremony as the project is now delayed. Fiona will get the dates confirmed tomorrow. Aim for week 1 or 2 of term 3	Fiona	
Ebony to contact Darren Rewi and Ned Webster to lock them in for this	Ebony	
Carly to circulate the information for the school house	Carly	
EOTC borrowing policy to go to next agenda	Carly	

2. CONFLICTS OF INTEREST

None to declare

3. MINUTES OF PREVIOUS MEETINGS

(Tabled and questioned at the meeting).

Fiona Cavanagh approved the previous minutes. This was seconded by Richie Heap.

4. CORRESPONDENCE

INWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION
	MOE	Isolation Index Update	FYI

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 Jeannie Galavazi.

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

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

7. ROLL COMMENTARY

Richie Heap moved that the roll commentary be accepted. This was seconded by Jeannie Galavazi.

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

The Board approved the [budget changes](#). This was moved by Amanda Robinson and seconded by Richie Heap.

Ebony Webster moved that the Finance Report be accepted. This was seconded by Amanda Robinson.

9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

No meeting since last Board meeting.

Richie gave a brief update on the modulars project. Southbase containers have now arrived on site. The first modulars will be placed on the netball courts. Southbase is currently deconstructing the ones at the high school. Access road will be from the bottom end of the field and potentially down the front end along the fence line. There is a hold up as QLDC needs to give consent for the haulage road to be put in as the ground is contaminated.

The MOE is providing \$65k for furniture and equipment for the new classrooms. This has been invoiced to them today.

GForce - Fiona met with Chris along with Jack from Southbase. Jack and Fiona will keep in close contact with GForce to let them know what is happening on site. GForce will determine whether they will jump on a particular day. Comms will be between Jack (Southbase) and GForce.

Playground - Jeannie had a conversation with a playground expert. They can help with the design and install or purely just the design. The Board needs to find out from either MOE or Southbase what the process is to employ our own playground designer.

Fiona Cavanagh moved that the Property Report be accepted. This was seconded by Richie Heap.

10. POLICIES FOR REVIEW

No policies are due for review this term

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

Latest newsletter summary from SchoolDocs [here](#)

The Board sighted the MOE Code of Conduct and accepted it.

11. AOB

Meeting closed at 6.49pm

Next meeting: 3 August 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.