

AGENDA



Board of Trustees Meeting Thursday 3 August 2023 5.30pm - QPS Boardroom

TIME	ITEM	SUPPORTING DOCS
5.30	1. ATTENDANCE	Election of new Board members
5.35	2. CONFLICTS OF INTEREST DECLARED	Register : Click to view
5.40	3. MINUTES OF PREVIOUS MEETING	Click to view
5.50	4. CORRESPONDENCE here	Inwards: n/a Outwards : n/a
5.55	5. HEALTH & SAFETY (Matt)	Click to view
6.00	6. PRINCIPAL'S REPORT	Click to view Unconfirmed ERO Reports Attendance Report Principal Job Description Fi and Justine to present mid year student achievement data . (2022 compared to 2023)
6.20	7. ROLL COMMENTARY	Click to view
6.25	8. FINANCE : Sub- committee feedback (tabled)	Click to view Playground rebuild funds Financial Structure
6.35	9. PROPERTY : Sub-committee feedback (tabled)	Click to view PSG Minutes Policing of PUDO Fryer Street
6.55	10. POLICIES REVIEWS	Click to view
7.00	11. GENERAL BUSINESS	Draft EOTC Asset Borrowing Policy

- IN COMMITTEE MEETING :**
- **Student stand down**
 - **Staff leave request**
 - **Anticipated sick leave**

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	
Dave Finlayson	BoT Member	Present	
Simon Haslett	BoT 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	Present	
Justine Lock	Deputy Principal	Present	
Carly Blackburn	Board Secretary	Present	

ACTION ITEMS

Actions to be completed	Person(s) responsible	Completed
Fiona to send dates for the sod turning ceremony to Ebony to then pass on to Darren Rewi and Ned Webster	Fiona/Ebony	
Amanda would like to know the percentage of kids working above average for the next meeting	Justine	
Carly to come bring a working capital amount to the next meeting	Carly	
Carly to summarise the Fryer Street property information and circulate	Carly	
Matt and Fiona to finalise the EOTC borrowing policy for the next meeting	Fiona/Matt	
Carly to send minutes to Ferdi for the Snowmachine Third Party Occupancy agreement	Carly	Done
Fiona and Matt to send the Board quotes for the various school led property projects	Fiona/Matt	

Co-opting of Board Member - Simon Haslett has submitted an eligibility declaration to join the Board of Trustees as a co-opted member of the Board to assist with the property projects and communication thereof. This is for an initial period of 12 months. The Board passed this resolution for him to join the Board for this time period. This was passed unanimously.

Selecting of Board Member - Dave Finlayson has submitted an eligibility declaration to join the Board of Trustees as a selected member of the Board to replace the vacancy left by Debbie Hutton. The Board passed this resolution for him to join the Board. This was passed unanimously.

Moved by Fiona Cavanagh, seconded by Amanda Robinson

The Board accepted that Matt Leach will now join the Board and have speaking rights but not voting rights.

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 Ebony Webster.

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)

ERO report has been reviewed by the Principal and SLT. All attachments show that we have met compliance.

Jeannie Galavazi moved that these reports be accepted. This was seconded by Richie Heap.

The Board moved that Fiona's job description be accepted.

Justine Lock ran through the [mid year student achievement data](#).

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

7. ROLL COMMENTARY

Katie Hart moved that the roll commentary be accepted. This was seconded by Ebony Webster.

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

The fundraising structure was discussed and the Board decided to fundraise as a school via grants for the playground projects.

Fiona Cavanagh moved that the Finance Report be accepted. This was seconded by Amanda Robinson.

9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

The Board moved that the conditions provided by Snowmachine to use the school grounds be accepted and included in the Third Party Occupancy agreement being drafted by the MOE. The Board approved the use of the grounds for the September dates given.

This was moved by Fiona Cavanagh and seconded by Jeannie Galavazi.

Policing of PUDO - the Playcentre is going to police this via Cougar.

Newell ran through a summary of all the current property projects.

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

10. POLICIES FOR REVIEW

Policies for review this term are as follows:

- [Learning Support](#)
- [Inclusive Education](#)
- [Maori Educational Success](#)

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

Latest newsletter summary from SchoolDocs [here](#)

11. AOB

EOTC Draft Borrowing policy to be reviewed at next meeting

Meeting closed at 7.20pm

Next meeting: 7 September 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.

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	Done
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	Done
Carly to create a roster for BoT members to visit classes and see teachers in action	Carly	Done
Fiona to circulate the feedback from the communications survey to the BoT	Fiona	Done
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	Done
Playground expert - put this on the agenda for the next PSG meeting	Carly	Done
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	Done
Amanda to share some names of people to fill the gap for the funding/grants applications	Amanda	Done
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	Ongoing
Ebony to contact Darren Rewi and Ned Webster to lock them in for this	Ebony	Done
Carly to circulate the information for the school house	Carly	Done
EOTC borrowing policy to go to next agenda	Carly	Done

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.

AGENDA



Board of Trustees Meeting Wednesday 25 May 2023 5.00pm - QPS Boardroom

- | | | | |
|-----|---|-------------------------------|--|
| 1. | ATTENDANCE | | |
| 2. | CONFLICTS OF INTEREST DECLARED | Register : | Click to view |
| 3. | MINUTES OF PREVIOUS MEETING | | Click to view |
| 4. | CORRESPONDENCE here | Inwards: | n/a |
| | | Outwards : | n/a |
| 5. | HEALTH & SAFETY (Matt) | | Click to view |
| 6. | PRINCIPAL'S REPORT | | Click to view |
| 7. | ROLL COMMENTARY | | Click to view |
| 8. | FINANCE : Sub- committee feedback (tabled) | Click to view | Leases update |
| 9. | PROPERTY : Sub-committee feedback (tabled) | Click to view | Junior Playground
MOE decant of buildings
PR media plan
Sod Turning Ceremony
Snowmachine |
| 10. | POLICIES REVIEWS | Click to view | How to review policies
Fuel card policy - approved |
| 11. | GENERAL BUSINESS | | Draft EOTC Asset Borrowing Policy
Sustainable Transport
Filling of casual vacancy on Board |

- IN COMMITTEE MEETING :**
- student stand down
 - KAW leadership
 - MoE request for excluded student

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

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.

AGENDA



Board of Trustees Meeting Wednesday 10 May 2023 5.30pm - QPS Boardroom

- 5.30 - 6.00 - Debbie Hutton farewell
6.00 - 6.30 - Welcome Whetu Cormick
- Te Tiriti O Waitangi obligations for board
 - Principal's role in MAC

1. ATTENDANCE
2. CONFLICTS OF INTEREST DECLARED Register : [Click to view](#)
3. MINUTES OF PREVIOUS MEETING [Click to view](#)
4. CORRESPONDENCE [here](#) Inwards: n/a
Outwards : n/a
5. HEALTH & SAFETY (Matt) [Click to view](#)
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](#) Junior Playground
MOE decant of buildings
PR media plan
10. POLICIES REVIEWS [Click to view](#) [How to review policies](#)
[Fuel card policy - approved](#)
11. GENERAL BUSINESS [Draft EOTC Asset Borrowing Policy](#)
Sustainable Transport
[Filling of casual vacancy on Board](#)

- IN COMMITTEE MEETING :**
- student stand down
 - KAW leadership
 - MoE request for excluded student

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	
Amanda Robinson	BoT Member		Apologies
Ebony Webster	BoT Member	Present	
Katie Hart	Staff Representative		Apologies
Matt Leach	Deputy Principal		Apologies
Justine Lock	Deputy Principal		Apologies
Carly Blackburn	Board Secretary	Present	

Meeting adjourned at 6.30pm as no longer a quorum

ACTION ITEMS

Actions to be completed	Person(s) responsible	Completed

2. CONFLICTS OF INTEREST
None to declare

3. MINUTES OF PREVIOUS MEETINGS
(Tabled and questioned at the meeting).

_____ approved the previous minutes. This was seconded by _____

4. CORRESPONDENCE

INWARD CORRESPONDENCE

DATE REC	FROM	CONTENT	DECISION / ACTION

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

5. HEALTH & SAFETY

_____ moved that the H&S report be accepted. This was seconded by _____

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

_____ moved that the Principal's report be accepted. This was seconded by _____

7. ROLL COMMENTARY

_____ moved that the roll commentary be accepted. This was seconded by _____

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

_____ moved that the Finance Report be accepted. This was seconded by _____

9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

No new minutes since the last meeting.

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

Meeting closed at 6.30pm as no longer a quorum.

Next meeting: 25 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.

AGENDA



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

- | | | | |
|-----|--|-------------------------------|--------------------------------------|
| 1. | ATTENDANCE | | |
| 2. | CONFLICTS OF INTEREST DECLARED
Welcome to and introduction from Ebony Webster | Register : | Click to view |
| 3. | MINUTES OF PREVIOUS MEETING | | Click to view |
| 4. | CORRESPONDENCE here | Inwards:
Outwards : | Electoral Commission |
| 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	ongoing
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	Done
Finance SC to continue to work on a similar fund to the Awhi fund. Information to be gathered	Finance SC	ongoing
Amanda and Newell to write a brief re property	Amanda/Newell	Done
Carly to go back to Rubix with decisions on 5YA roles	Carly	Done
Carly to start a draft of an events policy	Carly	Done
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	Done
Fiona to circulate a google doc with conditions for use of fields by Snowmachine	Fiona	ongoing
Richie to speak to Al Brown of the Kiwi Birdlife Park re snowmachine event	Richie	ongoing
Fiona to draft a job description which she will then share with Jeannie	Fiona	Done

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.

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.