

# AGENDA



## Board of Trustees Meeting Thursday 7 September 2023 5.00pm - QPS Boardroom

### Karakia

TIME	ITEM	SUPPORTING DOCS
5.00	Fiona's PGCs - Craig McDowell	
5.30	1. ATTENDANCE	Election of new Board members
5.35	2. CONFLICTS OF INTEREST DECLARED	Register : <a href="#">Click to view</a>
5.40	3. MINUTES OF PREVIOUS MEETING	<a href="#">Click to view</a>
5.50	4. CORRESPONDENCE <a href="#">here</a>	Inwards: n/a Outwards : n/a
5.55	5. HEALTH & SAFETY (Matt)	<a href="#">Click to view</a>
6.00	6. PRINCIPAL'S REPORT	<a href="#">Click to view</a> <a href="#">RTLB Mid Year Report</a> <a href="#">KAW Achievement Challenges</a> <a href="#">Staff/Student Wellbeing</a>
6.20	7. ROLL COMMENTARY	<a href="#">Click to view</a>
6.25	8. FINANCE : Sub- committee feedback (tabled)	<a href="#">Click to view</a> <a href="#">Statement of Financial Position</a> <a href="#">Statement of Cash Flows</a> <a href="#">Property Masterplan</a>
6.55	9. PROPERTY : Sub-committee feedback (tabled)	<a href="#">Click to view</a> <a href="#">PSG Minutes</a> <a href="#">Playground</a> <a href="#">AMS &amp; Roofing</a>
7.15	10. POLICIES REVIEWS	<a href="#">Click to view</a>
7.20	11. GENERAL BUSINESS	<a href="#">Draft EOTC Asset Borrowing Policy</a> Secret Identity

**IN COMMITTEE MEETING :** - stand downs  
- staffing

### 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*

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

## **ACTION ITEMS**

<b>Actions to be completed</b>	<b>Person(s) responsible</b>	<b>Completed</b>
Sod turning ceremony will now take place on the opening of the junior playground	Ebony/Fiona	
Justine to share achievement data with Amanda via a doc	Justine	
Carly to draft a letter for Jeannie to sign approving the KAW achievement challenges	Carly	
Carly to schedule a budget drafting meeting after 15 September with Fiona	Carly	
Carly to draft a MOU to send to Muazam for the junior playground extra spend, donation \$20k	Carly	
Carly to organise a card for Lynsey at Flomac	Carly	
Ebony to review the Maori achievement policy	Ebony	
Matt to share the updated Bus Code of Conduct for then sending on to SchoolDocs	Matt/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 Richie Heap.

## **4. CORRESPONDENCE**

<b>INWARD CORRESPONDENCE</b>			
<b>DATE REC</b>	<b>FROM</b>	<b>CONTENT</b>	<b>DECISION / ACTION</b>
		n/a	

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

## 5. HEALTH & SAFETY

Newell Hodgson moved that the H&S report be accepted. This was seconded by Dave Finlayson.

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

Fiona proposed Friday 20 October as the next teacher only day and this was approved by the Board.

The Board approved the KAW achievement challenges presented in Fiona's report.

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

## 7. ROLL COMMENTARY

Jeannie Galavazi moved that the roll commentary be accepted. This was seconded by Newell Hodgson.

## 8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

The Board agrees it is reasonable to apply an inflation figure to the cyclical maintenance provision.

The Board approves the [2022 budgeted Statement of Financial Position](#) and the [2022 Budgeted Statement of Cash Flows](#) which are both derived from the Board's approved 2022 operating and capital budget.

Motion carried to approve spending of \$180k to the QPS Masterplan and \$20k as a donation to the junior playground. Motion carried by Fiona Cavanagh. This was seconded by Jeannie Galavazi.

Richie Heap moved that the Finance Report be accepted. This was seconded by Dave Finlayson.

## 9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

The lease for the ECE is with the lawyers for preparation. We need a MOU to cover the caretaking fees.

Ebony Webster 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](#)
- [Bus Policy](#)

The Board approved the amended Bus Code of Conduct.

The Board approves the EOTC Borrowing Policy. Richie Heap moved, Newell Hodgson seconded.

A reminder of the review schedule [is here](#)  
 Latest newsletter summary from SchoolDocs [here](#)

## **11. AOB**

### **Secret Identity**

It was agreed that Newell and Amanda be the main points of contact for Jen with cc for Fiona. The name of the project will be The QPS Project.

**Meeting closed at 7.02pm**

**Next meeting: 26 October 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.