

AGENDA



Board of Trustees Meeting Thursday 26 October 2023 5.00pm - QPS Boardroom

Karakia

TIME	ITEM	SUPPORTING DOCS
5.00	Fiona's Appraisal Report - Craig McDowell	
5.30	1. ATTENDANCE	
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 NZSTA Checklist Water Safety NZ Outwards : n/a
5.55	5. HEALTH & SAFETY (Matt)	Click to view
6.00	6. PRINCIPAL'S REPORT	Click to view Staff/Student Wellbeing
6.20	7. ROLL COMMENTARY	Click to view
6.25	8. FINANCE : Sub- committee feedback (tabled)	Click to view Cyclical maintenance
6.45	9. PROPERTY : Sub-committee feedback (tabled)	Click to view PSG Minutes 29 Fryer Street Playcentre MOU Update on Secret Identity
7.15	10. POLICIES REVIEWS	Click to view
7.20	11. GENERAL BUSINESS	
		<ul style="list-style-type: none">• Communication to Parent Community re Strategy survey• CLT Funding Application

IN COMMITTEE MEETING :

- **staffing**
- **sick leave without pay**
- **staff maternity 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		Apologies
Simon Haslett	BoT Member	Present	
Richie Heap	BoT Member		Apologies
Newell Hodgson	BoT Member	Present	
Amanda Robinson	BoT Member	Present	
Ebony Webster	BoT Member		Apologies
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
Sod turning ceremony will now take place on the opening of the junior playground	Ebony/Fiona	Will organise when dates confirmed
Justine to share achievement data with Amanda via a doc	Justine	
Ebony to review the Maori achievement policy	Ebony	
Amanda to fill in conflict of interest form for Lightfoot	Amanda	
Carly to circulate date and venue for graduation	Carly	Done
NSN numbers to be sent to Water Safety. Fiona to respond to the Water Safety letter	Nicky/Fiona	
List of regos for Playcentre cars required. They need to have stickers displayed	Fiona	
Fiona to follow up regarding grounds in front of Playcentre with TBIG	Fiona	
Amanda to source location for strategic planning day	Amanda	
Matt to let front desk know about out of zone enrolments notice and which year groups are being accepted	Matt	
Revisit Poolwerx contract. Does Kieran sign in when he comes to service the pool? Fiona to check with Lea via Vistab.	Fiona	
AMS upgrade. Do we go out to the community to ask for appliances for the basement kitchen renovation? Fiona to go back to Rubix to confirm they can proceed with this project. It is noted that it is currently \$27k over budget	Fiona	
Matt to share latest Kamo Marsh drawings	Matt	
MOE to always announce when on site		
Current tenant of 29 Fryer Street to be given notice. Then Carly to put out a call for applications for this school house. Confirmed that the new tenant would sign an agreement under QPS staff	Carly/Fiona	
Add to next agenda - MOE houses	Carly	
Carly & Fiona to draft email back to David Landreth re MOU	Carly/Fiona	
Board to review images that Secret Identity has shared and feedback via Google doc by Wednesday of next week	BoT	
Newell to go back to Jen with feedback on Stage 2. Amanda to feed these to Newell	Newell/Amanda	
Carly to circulate CLT resolution letter for signing	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 Jeannie Galavazi.

4. CORRESPONDENCE

INWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION
18 Oct	NZSTA	Checklist for term 4	FYI
25 Sept	Water Safety NZ	Water Skills for Life	FYI

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 Amanda Robinson.

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

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

7. ROLL COMMENTARY

Jeannie Galavazi moved that the roll commentary be accepted. This was seconded by Amanda Robinson.

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Deferring of 2023 projects to 2024

Cyclical maintenance

The Board confirmed it will defer the cyclical maintenance for Blocks A and N until 2024 to allow for the capital works projects to be completed first. Block Q interior is to go ahead in the summer holidays. Jamie is to obtain three quotes for comparison.

Jeannie Galavazi moved that the Finance Report be accepted. This was seconded by Katie Hart.

9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Change tenancy agreement for 29 Fryer Street from an individual to QPS Staff. This means only two weeks' notice is required. Notice to be given to current tenant and call for applications for tenancy to go out.

Secret Identity

Confirmed there will be a separate website for this work that will link to our current website. It will be interactive. Jen will be looking for quotes from kids, kids playing etc. She will also look to take a photo on site that can be hashtagged with milestones to show where fundraising has reached.

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

10. POLICIES FOR REVIEW

Policies for review this term are as follows:

- [Health Education](#)
- [Curriculum & Student Achievement](#)

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

Board Assurances list [is here](#)

Latest newsletter summary from SchoolDocs [here](#)

11. AOB

The Board approved a funding application to Central Lakes Trust for the amount of \$213,030 towards the QPS Project.

Meeting closed at 7.12pm

Next meeting: 7 December 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.