

AGENDA



Board of Trustees Meeting Thursday 7 December 2023 5.30pm - QPS Boardroom

Karakia

| TIME | ITEM | SUPPORTING DOCS |
|------|---|--|
| 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: QLDC Speed Mgmt Plan NZQA Self Review Outwards : n/a |
| 5.55 | 5. HEALTH & SAFETY (Matt) | Click to view |
| 6.00 | 6. PRINCIPAL'S REPORT | Click to view Staff/Student Wellbeing Surplus School Property RTLB Report |
| 6.20 | 7. ROLL COMMENTARY | Click to view |
| 6.25 | 8. FINANCE : Sub- committee feedback (tabled) | Click to view Cyclical maintenance CTOS Accountability Draft 2024 budget |
| 6.55 | 9. PROPERTY : Sub-committee feedback (tabled) | Click to view PSG Minutes 29 Fryer St Applications Senior Playground 3rd party form Secret Identity |
| 7.15 | 10. POLICIES REVIEWS | Click to view |
| 7.20 | 11. GENERAL BUSINESS | <ul style="list-style-type: none">• Fiona & Justine to share end of year student achievement data |

IN COMMITTEE MEETING : - **Staffing**
- **Student stand down**
- **Principal's PLD 2024**

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 | | Apologies |
| 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 |
|---|------------------------------|------------------------------------|
| Sod turning ceremony will now take place on the opening of the junior playground | Ebony/Fiona | Will organise when dates confirmed |
| Fiona to meet with Kieran of Poolwerx regarding the pool contract. Fiona to follow up with a potential new contractor. | Fiona | |
| Appliances for AMS upgrade - in progress | FYI | |
| Fiona to put out strategic goals in the newsletter to gain community feedback | Fiona | |
| Agenda item for next meeting - teaching of boys, mentoring etc. | FYI | |
| Spreadsheet needs to be created to show the grants income and expenditure along with when documents are required etc. It will be the reference point for the Board going forward. | Dave | |
| Next Finance meeting - the Board will draft a statement or policy about what we think our working capital is going to be. | Board | |
| Ebony to call Ned to see if he can come to bless the new classrooms tomorrow morning | Ebony | Done |
| Carly to send conflict of interest form to Amanda and Newell | Carly | Done |
| Carly to enter in to the budget the Secret Identity for stage 2 in to the budget | Carly | Done |
| A date required for Secret Identity to take photos. Options are Mon, Tues or Thurs of next week. Newell to offer these to Jen and see which date works best. | Newell | |
| Newell to confirm to Jen that stage 2 can go ahead | Newell | |
| Fiona to get Paula to look over the health policy | Fiona | |
| Board to take away the student achievement data and bring any questions to the next Board meeting | BoT | |

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 |
| 30/10/23 | QLDC | Speed Management Plan | FYI |
| 20/11/23 | NZQA | NZQA Self Review | FYI |

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

5. HEALTH & SAFETY

Jeannie Galavazi 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 is aiming for a one page visual strategic plan.

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

7. ROLL COMMENTARY

Dave Finlayson moved that the roll commentary be accepted. This was seconded by Ebony Webster.

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Cyclical Maintenance

The Board has accepted the Kawarau Painters quote to paint the interior of Block Q. The Board accepts this cost of \$11,600 to be updated in the Cyclical Maintenance plan for 2023.

Asset Purchase

The Board approved the Hunting & Fishing [quote](#) via email for the purchase of 4 Zempire Evo tents and a roadie base to the value of \$7,000.

EOTC asset register has been updated to reflect this purchase and can be viewed at [this link](#).

Motions

Motion carried to approve spending of \$171,325.13 for the additional playground equipment as per the quote from Southbase. Motion carried by Fiona Cavanagh. This was seconded by Jeannie Galavazi.

Motion carried to approve the transfer of unused 2023 funds for the Principal's PLD, as per the NZEI agreement, to the 2024 budget to the amount of \$11,465. Motion carried by Dave Finlayson/ This was seconded by Jeannie Galavazi.

Grants

The Southbase invoice to the MOE has been uploaded in to the CLT portal.

The Board approved resolutions to apply for funding to the following funders for the playground project:

- Aotearoa Gaming Trust \$50k
- Sargood Bequest \$10k
- Community Trust South \$25k
- New Zealand Community Trust NZCT \$50k

The Board noted that the Principal's Discretionary Fund 2023 [accountability](#) had been sent to Community Trust of Southland on 23 November 2023.

The Board agreed to schedule another draft budget meeting at 8.30am on Wednesday.

Newell Hodgson moved that the Finance Report be accepted. This was seconded by Fiona Cavanagh.

9. **PROPERTY SUB COMMITTEE - Report Tabled**

(Tabled and questioned at meeting)

The Board approves Stacey's application for 29 Fryer Street.

Secret Identity

Do we still want to have a funding page?

- 6hrs design time left in budget to tidy up icons
- date for photos needed - it will create the whole feel
- stage 2 was approved by the Board.

Fiona Cavanagh moved that the Property Report be accepted. This was seconded by Ebony Webster.

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**

Meeting closed at 7.30pm

Next meeting: tbc

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.