

# AGENDA



## Board of Trustees Meeting Thursday 29 February 2024 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 Strategic Plan 2024/2025](#)  
PUMs  
TODs 2024  
50 years of QPS April 2025  
29 Fryer Street tenants
5. MINUTES OF PREVIOUS MEETING [Click to view](#)
6. CORRESPONDENCE [here](#) Inwards: [NZSTA Board Checklist](#)  
Outwards : [Letter to MOE](#)
7. HEALTH & SAFETY (Matt) [Click to view](#)
8. PRINCIPAL'S REPORT [Click to view](#) ['Mātauranga Māori Must Do's'](#)  
[KAW Strategy Plan 2024](#)
9. ROLL COMMENTARY [Click to view](#)
10. FINANCE : Sub- committee feedback (tabled) [Click to view](#)
11. PROPERTY : Sub-committee feedback (tabled) [Click to view](#)
12. POLICIES REVIEWS [Click to view](#)
13. AOB [Schedule of Delegation](#)

- IN COMMITTEE MEETING :**
- Student stand down
  - 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*

NAME	ROLE	PRESENT	APOLOGIES
Fiona Cavanagh	Principal	Present	
Jeannie Galavazi	Presiding Member	Present	
Dave Finlayson	BoT Member	Present	
Simon Haslett	BoT Member		Apologies
Richie Heap	BoT Member	Present	
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	Present	
Carly Blackburn	Board Secretary	Present	

## ACTION ITEMS

Actions to be completed	Person(s) responsible	Completed
Fiona to send out survey to community for feedback on Charter	Fiona	
KAW strategic goals to be sent out with minutes	Fiona	
Definition of what is a mission statement and how do you come up with the vision? Fiona to explain.	Fiona	
ToDs for 2024 - Friday 31 May and Friday 25 October	FYI	
Fiona to speak to PTA to see if they would like to run the 50th anniversary celebrations	Fiona	
All BoT members to read the NZSTA checklist before the next meeting	BoT	
The Board needs a new Board Secretary	BoT	
Finance SC - to discuss contributions	Finance SC	
Carly to add Dave's spreadsheet to both BoT and Finance SC	Carly	Done
Another letter to go to the MOE re side of astroturf	Jeannie	
Fiona to send Carly the quote for the AMS overspend	Fiona	

## 2. CONFLICTS OF INTEREST

None to declare

## 3. Election of Presiding Member

The Board nominated Jeannie Galavazi as Presiding Member of the Board for 2024. Fiona Cavanagh nominated, Richie Heap seconded. This was passed unanimously.

## 4. Analysis of Variance

The Board endorsed the strategic plan.

## 5. MINUTES OF PREVIOUS MEETINGS

(Tabled and questioned at the meeting).

Jeannie Galavazi approved the previous minutes. This was seconded by Richie Heap.

## 6. CORRESPONDENCE

INWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION

		<a href="#">NZSTA Board Checklist</a>	

OUTWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION
		<a href="#">Letter to MOE</a>	

## 7. HEALTH & SAFETY

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

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

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

## 9. ROLL COMMENTARY

Richie Heap moved that the roll commentary be accepted. This was seconded by Katie Hart.

## 10. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

The Board ratified the amended [draft 2024 budget](#) with an [operating budget deficit](#) of \$24,134 and a [capital budget](#) with a cash deficit of \$61,972.

Newell Hodgson moved that the 2024 budget be approved. This was seconded by Dave Finlayson.

- All 2022 debt has been written off - \$35,022.73. This includes Urban camp, Stewart Island camp and all outstanding parent contributions.
- All 2023 voluntary donations have been written off - \$20,286.62
- Leavers debt at 31 Dec 2023 was \$54,689.69. This still needs to be written off.
- **NB Parent Contributions came in at 64.11% and donations came in at 55.41%**
- All 2023 transactions will remain on accounts for this year
- All term investments have been renewed in January 2024.

Property Project [Spreadsheet](#) for BoT reference.

### Leases

There was no Finance report to move as the next one is not until February.

## 11. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

The Board approved the overspend of \$20k on the AMS project, as a contingency. If not required, it will be used for storage units.

The Board approved the overspend on the Playground project VO18 to the sum of \$22,488.84. Carly has sent the quote from Southbase to the MOE for approval.

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

## 12. POLICIES FOR REVIEW

The policies due for [review are here](#).

The 2024 review schedule [is here](#) and the three year schedule is [here](#).

Latest newsletter summary from SchoolDocs [here](#).

- [Board Responsibility](#)
- [Te Tiriti o Waitangi](#)

### **13. AOB**

**Meeting closed at 7.00pm**

**Next meeting: 4 April 2024**

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.