



KAUPAPA (Minutes) of the meeting of the School Board 5:30 pm 1 February 2022 at school

Karakia and meeting opens

1. ADMINISTRATION

1.1. **Welcome** Whakatauki

Present Sarah Marshall, Andrew Dean, Anita Yarwood, Roisin Scott, Danette Wereta (Chair) Karen Grant

1.2. **In attendance** Jonelle Matthews (Board Secretary)

1.3. **Apologies** Tim McKay, Moana Barr

1.4. **Registration of interest** No registrations of interest to declare

1.5. **Board Housekeeping**

The Board approves changes to the following positions

MOTION Moved Chair

1.5.1. **Election of the Chair** - Danette Wereta

1.5.2. **Election of the Deputy Chair** -Andrew Dean

1.5.3. **Health and safety sub-committee Board member** -Anita Yarwood, Andrew Dean

1.5.4. **EOTC (Education Outside the Classroom) subcommittee Board member** Danette Wereta, Karen Grant

1.5.5. **Student Innovation Fund subcommittee Board member** Student Board member with support from Staff Board Member

1.5.6. **Finance subcommittee Board members** Board Chair, Director, Student Board Member, Nicola Stephenson and Evan Kidd (Finance Chair)

1.5.7. **Discipline subcommittee Board member** All board members.
(Covid-19 vaccination status requirement from Ministry of Education bulletin 3Nov2021 - The board member is required to be vaccinated if they may have contact with children or students or will be present at a time when children and students are also present)

1.5.8. **Fundraising subcommittee Board member** Board Chair, Staff Board member, Student Board member

1.5.9. **Property subcommittee Board member** Board Chair Director and Andrew Dean

1.5.10. **Deputy Directors or Senior Leaders Delegations**

CHAIR TO MOVE

That the Deputy Director or Senior Leader (Principal) (1), or in their absence the Deputy Director or Senior Leader (Principal) (2), or in their absence the Deputy Director or Senior Leader (Principal) (3), or in their absence the Deputy Director

(Principal) or Senior Leader (4), be appointed Acting Director (Principal) in the absence of the Director (Principal) from school for one whole day or more; and that, in particular, the Acting Director (Principal) be delegated the powers of the Director (Principal) pursuant to Section 14 of the Education and Training Act 2020 and the rules promulgated regarding this section of the Act.

The Director is able to delegate which Deputy Director or Community Leader is used at their discretion.

CARRIED

- 1.5.11. **Triannual plan confirmation** - Anita, Jonelle and Danette working on this.

ACTION-to be Tabled at next meeting-**Director**

- 1.5.12. **Governance manual confirmation** - link [Governance manual](#)

- 1.5.13. **Website biographies up-to-date?**

ACTION - Board members to email Jonelle with any updates needed-**All Board Members**

1.6. Confirmation of the consent agenda

- 1.6.1. **Previous minutes** 7 December 2021- Circulated with the agenda

- 1.6.2. **Correspondence**- Circulated with the agenda

- 1.6.3. **Finance report** - There is no finance report as no finance meeting since the last board meeting.The second draft 2022 was tabled IC.

- 1.6.4. **Health and safety minutes** - No report this meeting

- 1.6.5. **Student Representative report -**

Thankyou to all who were involved in a very successful Induction day for our new students. The student representative would like to write a policy to keep our Kura more accountable in environmental process. Well done to all students in NCEA exams given the disruption of COVID.

ACTION- Environmental policy to be written and tabled at next meeting- **Roisin**

ACTION- Congratulations from the board to all NCEA students-message to be in newsletter- **Director**

Director's report

Staff will need support with the onset of Omicron. Normalised programmes will continue for as long as possible, when Isolation is needed staff will have online resources available for students. Julia Atkin PD has been rescheduled until term 3. Mihi Whakatau has been scaled back to align with COVID restrictions. Planning is underway to collate information on students requiring resources for home learning. Thanks to Jonelle and Clint for all their preparation for staff returning to back to school. Thanks to Libby for staff induction Day, and thanks to Laura and Roisin for student induction day. Vicki continues to work hard at CAC.

- 1.6.6. **Fundraising subcommittee report** - not applicable this meeting

- 1.6.7. **Staff representative report -**

This term will see the start of the new health curriculum delivery. Support for staff will be paramount this year with Omicron onset.

ACTION- Board to acknowledge staff in personalised

acknowledgements throughout the year. Director will advise who and when acknowledgement is needed- **All Board Members**

1.6.8. **Policy review**

Kāwanatanga (Governance) 1.0 - Board roles and responsibilities policy

Kāwanatanga (Governance) 1.1 - Trustee's code of conduct policy

Kāwanatanga (Governance) 1.2 - Conflict of interest policy

Kāwanatanga (Governance) 1.3 - Chairperson's role and standards policy

Kāwanatanga (Governance) 1.4 - Trustee role and standards policy

Kāwanatanga (Governance) 1.5 - The relationship between the Board and the Director (Principal)

Kāwanatanga (Governance) 1.6 - The relationship between the Chairperson and the Director (Principal)

Kāwanatanga (Governance) 1.7 - Board orientation

Kāwanatanga (Governance) 1.7a Unlimited Paenga Tawhiti Proposal for a special character school Aug 2002

Kāwanatanga (Governance) 1.7b Discovery Proposal for a special character school 1998

Kāwanatanga (Governance) 1.9 - Board meetings policy

Governance 1.12a - Agenda outline Board of Trustees meeting

ACTION- Board members will review above policies- **Director, Chair and Student Representative**

MOTION- Move Chair

The consent agenda of the School Board having been circulated, be approved as true and correct.

CARRIED

2. **PRESENTATION** - No presentation this meeting

3. **DISCUSSION**

3.1. **Strategic Review**

3.1.1. **Charter consultation & finalise draft charter** - To be tabled at next meeting

ACTION- To be tabled at next meeting- **Director**

4. **IN COMMITTEE - PUBLIC EXCLUDED**

MOTION Moved Chair

The meeting moves into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. Items to be discussed include students, personnel, finance and property.

CARRIED

MOTION Moved Chair

The meeting resume in Public Excluded Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

CARRIED

5. BOARD COMMUNICATION- Not applicable at this meeting

6. 2022 MEETING DATES - 5:30 pm on Tuesdays

Term 1: Week 1 - 1 February and Week 9 - 29 March

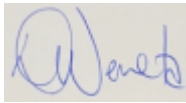
Term 2: Week 4 - 24 May and Week 10 - 5 July

Term 3 : Week 4 - 16 August and Week 10 - 27 September

Term 4: Week 4 - 8 November and Week 9 - 13 December

Karakia and meeting closed at 7.10pm

Approved



Name Danette Wereta

Date 1st Feb 2022