

Minutes of Peninsula Primary School Board of Trustees Meeting Thursday 27 June 2019

6.30 blessing and dinner

7pm Welcome – speaking right given to Sarah Mackay

1.Present: Brenda Cronin (BC), Amanda Lake (AL), Kona Hatalafale (KH), Katy Perry (KP), Jilesh Mistry (JM), Michael Bain (MB), Maree Williams (MW) Danielle Turner (DT), Ben Cox (Ben C) Marc Peard (MP), Keryn Smale (KS), Sara Tuitupou (ST)

Conflicts of Interest: Nil

Apologies: Nil

Item Timeframe	Discussion / Decision	Action	Responsibility	
1.1 Resolution – co-option of trustees. Tabled copy on file. Appointment of Chairperson	It is resolved that Michael Bain is co-opted onto the Board of Trustees to help with the transition of the new board It I resolved that Danielle Turner is co-opted onto the Board of Trustees to help with the transition of the new board It is resolved that Jilesh Mistry is co-opted onto the Board of Trustees for his expertise in finance. It is resolved that Marc Peard is co-opted onto the Board of Trustees as the Maori Representative. Signed by (Ben C) (KH) (AL) (KP) (KS) (ST) (JM) nominated Michael Bain 2 nd (DT) All in favour. Michael accepted. (MB) thanked the new board and was very impressed with the quality of the candidates.			

<p>1.2 Register of hours circulated.</p> <p>2. Minutes of previous meeting tabled. Copy on file. Moved (AL) 2nd (KH)</p> <p>2.1 Matters arising</p>	<p>(MB)</p> <p>Completed by board.</p> <p>Register of hours spent on board business</p> <p>One plan summary of strategic plan once confirmed by MoE</p> <p>MLE fixes to be followed up</p> <p>Board self – appraisal</p> <p>BC to liase with MoE about large projects and 5ya and depreciation</p> <p>Wish list from teachers/students about playground needs</p> <p>Religious Instruction survey to community</p> <p>Notice in newsletter re help with Maori and Pasifika students</p> <p>Feasibility for works</p> <p>Solar panels – quote in dropbox</p>	<p></p> <p>Outstanding</p> <p>Complete – but rain fixes still to be finished by MoE</p> <p>Complete</p> <p>Complete – but ongoing with new Property Advisor</p> <p>Outstanding – next week with FOS</p> <p>Outstanding – next week</p> <p>Complete</p> <p>Outstanding</p> <p>Complete</p>	<p>All board</p> <p>(BC)</p> <p>(BC)</p> <p>(JM)</p> <p>(BC)</p> <p>(BC)</p> <p>(BC) (New board)</p> <p>(Property committee)</p>	
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<p>3. Principals Report tabled. Copy on file. Moved (JM) 2nd (DT)</p>	<p>Matters arising from report: Staffing: (BC) moved that Claire Evans extended parental leave until end of 2020. 2nd (JM) All in favour.</p> <p>Religious Instruction: Board discussed. (BC) explained survey will go out to parents and after that sub-committee will meet.</p> <p>Staff Wellness budget: (BC) explained to the board the reason for this budget which is controlled via the sub-committee.</p> <p>Keeping Ourselves safe: (BC) explained to the board how this programme is run. Board discussed. (ST) asked if boys and girls were separated.</p> <p>Legal Compliance: (KS) asked for explanation on student standowns. (BC) explained.</p>	<p>Survey to be available for next Tuesday so parents can be asked to complete on tablets at the Learning Celebration Afternoon.</p> <p>(BC) will get in touch with Paul Stanko the officer in charge of programme.</p>	<p>(BC)</p> <p>(BC)</p>	

<p>4. Financial Performance Report tabled. Copy on file. 4.1 Supplier Invoice report tabled. Copy on file. 4.2 Statement of Financial Performance Report tabled. Copy on file. Moved (JM) 2nd (DT)</p> <p>5. Property Report tabled. Copy on file. Moved (KP) 2nd (MB)</p> <p>6. Health & Safety Report Tabled. Copy on file. Moved (Ben C) 2nd (KH)</p>	<p>(JM) explained to the board how the finances work in a school and he went through the Supplier Invoice and Statement of Financial Performance Reports. (MB) thanked (MW) for financial work and audit report.</p> <p>(BC) spoke to report and explained to the new board members the ongoing saga with the new classrooms</p> <p>(BC) spoke to report.</p>			
<p>7. Policy Review Report tabled. Copy on file.</p>	<p>(MB) explained to the board how the School Docs Programme work. Curriculum and Student Achievement Policy Board discussed. Amendment to be made – add Pasifika as well as Maori students</p> <p>Assurance Policy: Amendments made by (BC) tabled and noted. Policies approved subject to amendments. Moved (MB) 2nd (KS)</p>			
<p>8. Correspondence</p>	<p>Letter from Claire Evans tabled.</p>			

<p>9. General Business: Sub-committees:</p> <p>Previous board</p> <p>Meeting closed at 8.45pm</p> <p>Next meeting 8 August</p>	<p>Wellness – (BC) (SM) (AL)</p> <p>Health and Safety (KH) (BC)</p> <p>Property (MB) (BC) (Ben C)</p> <p>Finance (JM) (BC) (MW)</p> <p>Letters to be written to retired board members thanking them for their services.</p>	<p>Board to think about sub-committees and let (BC) know if they interested in any committees.</p>	<p>All board</p> <p>(BC)</p>	