

Minutes of Peninsula Primary School Board of Trustees Meeting May 28th 2020

1 Present: Brenda Cronin (BC) Danielle Turner (DT) Sara Tuitupou (ST) Keryn Smale (KS) Katy Perry (KP) Kona Hatalafale (KH) Amanda Lake (AL) Jilesh Mistry (JM) Ben Cox (Ben C) Sarah Mackay (SM) Owen Robyns (OR) Monique Metcalfe (MM)

1.1 Speaking rights granted to Sarah Mackay, Owen Robyns by Danni Turner

1.2 Apologies Nil

Declaration of Conflict of Interest: Danni Turner Re Swimsation

Item	Discussion	Answers/Comments/Action	Responsibility	Timeframe
1.3 Register of hours	To be completed	Please send to Monique	All	
2 Minutes of previous meeting Confirmed KP 1st, MP 2nd				
Conflict of Interest	DT listed Swimsation in Committee			
2.1 Matters Arising	All read			
2.1a Cultural Activities	Discussed. BC confirmed Mge Units are awarded in line with strategic planning. DT - asked any other activities? Recognition for staff members & whānau involved?	Lynn P attending next meeting - to discuss Pasifika Education Plan	BC	25/06/2020
2.1b Shade Structure	Procurement process discussed. Letter to Property Team at MOE	Danni to send email to MoE	DT	asap

3.Principals Report Moved KP 1st - KS 2nd	Taken as read TA recruitment discussed. Honorary payment Board members to advise MM Out of Zone places - Decided 3 places for Year 0 & 3 places for Year 6.	Places to be advertised in community	BC	week beg 2 June
4. Health & Safety	DT thanked the management team for handling of Covid 19 situation. Discussed pupil attendance & resources for this situation.			
5. Finance Report tabled copy on file Supplier invoice report tabled copy on file 6.Property Report	JM opened for discussion BC Confirmed Audit delayed due to Covid19. Should be done by end June. Other items discussed In Committee. Discussed Discussed Damage/repair to pool discussed. Allocation of SIP funds discussed.	Letter to Maree thanking for Audit Board needs to decide how to use funds. BC confirmed funds can be used for playgrounds. JM suggested a sub committee to look at whole plan and bring back submission to next meeting. All agreed.	BC KS BC JM Property Consultant MoE Property Rep	asap Next meeting 25.06.2020

<p>7. Governance Policy (marked Up)</p> <p>7.1 Governance Policy (non marked up) tabled</p> <p>Moved</p>	<p>KS discussed changes in doc. Called for queries.</p> <p>DT called for support of changes</p>	<p>SM requested a briefing. KS covered the changes in the documents & outlined why. KS queried when is Board Self Review. JM advised last done 2019</p> <p>All Board voted FOR</p>	<p>KS to complete changes</p> <p>Board self review to be completed at end of 2020</p>	<p>by next meeting</p> <p>End of 2020</p>
<p>8. Board work Plan</p>	<p>KS discussed doc with board. JM explained doc.</p>	<p>JM to provide a sample of a doc used at another school.</p>	<p>BC to provide plan for next meeting</p>	<p>25.06.2020</p>
<p>9. Correspondence</p>	<p>In correspondence folder - all seen</p>			
<p>10. AOB - Wellness budget policy</p> <p>Closed meeting at 9.30pm</p>	<p>DT - Raised what is the framework for this? Spending, Reporting etc</p>	<p>DT put forward that the sub committee put forward guidelines, and needs to be clear. AL thanked BC for staff support.</p>	<p>Sub-committee to meet to develop a clear definition of what the budget is used for</p>	<p>By next meeting</p>