

Peninsula Primary Board of Trustees meeting Minutes – 14th September 2023

	Recommendations/Decisions	Led by	Answers/Comments/Action	Responsible	Timeframe
<b>Administration</b>					
1.1 Present	Katy Perry (KP) Brenda Cronin (BC) Keryn Smale (KS), Sara Tuitupou (ST) Monique Metcalfe (MM) Alecia McCulloch (AM) Sarah Mackay (SM) Dave Robertson (DR) Meeting commenced 6.30pm	KP	Karla Morrison - FoS Kirsten Coles - Fos Dion Sadler - Visitor		
1.2 Apologies	Chris Mundell (CM) Jaime Melville (JML)				
1.3 Declaration of Conflicts of interests	Nil				
1.4 Matters Arising	To be followed up by BC & forwarded.	KP		BC	ASAP
1.5 Hours to MM	Complete form/email MM	MM			
1.6 Speaking Rights	KP passes a motion to co-opt Dave Robertson to improve gender equity on PPS board until the next board election. ST 2nd ALL AGREED				
1.7 Sign off e-resolutions	Fixed Term contract 2024-2025	KP			

1.8 Confirmation of March Minutes	<p>Taken as read</p> <p>Accept August Minutes  <b>Minutes are a true and accurate record.</b>  <b>All Agreed</b></p>				
1.9 Correspondence					
2 Guest Speakers	<p>FoS - Karla Morrison &amp; Kirsten Coles.  Covered funds raised and projects going forward.  \$8,000 received from TTCF towards camp 2023.</p>				
3 Community Consultation	<p>Refine/finalise consultation plan &amp; survey  Board discussed the google form, how to get the maximum responses.  Board discussed and agreed on how questions are worded &amp; possible responses.</p>	KP	<p>KP to send out via the Newsletter  BC to forward via Seesaw.  To be sent week 10 T3.  Strategic goal setting meeting to be the week of 6th November.</p>	KP/BC	Week 10 Term 3
4 Monitoring					
4.1 Principals Report General, Health & Safety/ Property	<p><b>Report Taken as Read.</b>  BC called for questions.</p> <p>The board wishes to thank Lisa Cochrane &amp; Magele Oloataua Fa'amamafa for their hard work toward ORS funding &amp; language weeks.</p> <p>DR queried if Nest will be booked for next year &amp; thereafter?  BC confirmed..</p>	<p>BC</p> <p>BC</p> <p>BC</p>		BC	
4.2 Finance Report	<p>BC will attend the uLead Principals Conference in Calgary 2024.</p>				

<p>4.2a Payable Invoice summary</p> <p>4.2b August BoT Report</p> <p>4.2c Budget Variance Report</p>	<p>KP proposed that any remaining balance of the Principal Professional Learning and Wellbeing support fund will be carried over to 2024. AM 2nd ALL IN FAVOUR</p> <p>KS queried Maori Educational Success in School Docs. Is it current?</p> <p>KS queried Terms of Reference, needs to be added to board docs.</p> <p>The Board approves AM to have Read Only access to Xero for PPS.</p> <p><b>The Board moves to accept the Finance report.</b> KS 2nd ALL AGREED</p>		<p>BC to follow up.</p> <p>MM to have School Finance Hub action.</p>		<p>Next Meeting</p> <p>ASAP</p>
<p><b>5. BoT Work Plan</b></p>		<p>BC</p>			
<p><b>6. Discussions</b></p>					
<p><b>7. Other business</b></p> <p>Signing of updated Code of Conduct forms.</p> <p>RAMs for Camp</p> <p>Pool subcommittee</p> <p>NZSTA workshops</p>	<p>Forms signed by those in attendance.</p> <p>Board approves the RAM's forms as provided. SM 2nd ALL AGREED</p>	<p>KP</p>	<p>MM to follow up on CM &amp; JML to complete.</p>		

	<p>Resolution to exclude the public from meeting under Section 7(2) (A) Local Government Official Information &amp; meeting Act 1987 to protect the privacy of a staff members.</p> <p>Dion Sadler left the meeting at 8.30pm</p> <p><b>Board entered In Committee at 8.34pm</b></p> <p><b>In Committee finished at 8.57pm</b></p>				
<p><b>8. Meeting Closure</b></p> <p>8.1 Identify agenda items for next meeting</p> <p>Preparation for next meeting</p>	<p>Meeting closed 9.00pm</p> <p>Next Meeting is 2 November 2023</p>	KP			