

DRAFT

Peninsula Primary Board of Trustees meeting Minutes – 29th June 2023

	Recommendations/Decisions	Led by	Answers/Comments/Action	Responsible	Timeframe
Administration					
1.1 Present	Katy Perry (KP) Brenda Cronin (BC) Keryn Smale (KS), Sara Tuitupou (ST) Monique Metcalfe (MM) Chris Mundell (CM) Alecia McCulloch (AM) Sarah Mackay (SM) via conference call Meeting commenced 6.30pm	KP	Jaimie Foote - Visitor Magele Oloataua Fa'amamafa		
1.2 Apologies	Jaime Melville (JML) Jilesh Mistry (JM)				
1.3 Declaration of Conflicts of interests	Sarah Declared conflict as husband's company may do the electrical work.				
1.4 Matters Arising	Reviewed by Board	KP			
1.5 Hours to MM	Complete form/email MM	MM			
1.6 Speaking Rights	Previously given in 2022 to Magele Oloataua Fa'amamafa				
1.7 Sign off e-resolutions	Sign e-motion for Camp 2023 Funding.	KP			

1.8 Confirmation of March Minutes	<p>Taken as read</p> <p>Accept May Minutes</p> <p>Minutes are a true and accurate record.</p> <p>All Agreed</p>				
1.9 Correspondence	Nil				
Monitoring					
2.1 Principals Report General, Health & Safety/ Property	<p>Report Taken as Read.</p> <p>BC called for questions.</p> <p>KS asked about consequences of possible roll reduction/funding. BC responded funding has been held for the 3rd quarter. More pupils are due to come. Roll should remain around the same.</p> <p>KS & board had positive comments on the community engagement.</p> <p>Board discussed Dress Code policy.</p> <p>Board moves to accept the student dress code as per document in Dropbox</p> <p>KS 2nd</p> <p>ALL AGREED</p> <p>KS asked for clarification re induction/EOTC.</p> <p>KS suggested that new teachers need to be aware of RAMS</p> <p>Board discussed the process of High Risk RAMS - To be signed off by board?</p>	<p>BC</p> <p>BC</p> <p>BC</p>	<p>BC to add a brief statement to the Teachers Induction Booklet mentioning EOTC/RAMS</p> <p>Going forward - High Risk EOTC events to be approved by the board.</p>	BC	

<p>2.2 Finance Report</p> <p>2.2a Payable Invoice summary</p> <p>2.2b May BoT Report</p> <p>2.2c Budget Variance Report</p> <p>2.2d Balance Sheet</p>	<p>Board discussed lockdown kits for classrooms & decided that they were not necessary.</p> <p>Cyber technology to be amended.</p> <p>Plumber coming in during holidays to repair the water leak under the turf.</p> <p>Re: Beautification Survey - Junior Playground to be updated. To be done in sections.</p> <p>Board moves to opt into the MoE Donation scheme KS 2nd ALL AGREED</p> <p>Budget Variance Report Codes need to be tidied up ie: Camps donation</p> <p>Board accepts the Finance Report AM 2nd ALL AGREED</p> <p>Local curriculum Presented by Magele Oloataua Fa'amamafa</p> <p>The Board moves to accept the Finance report. AM 2nd ALL AGREED</p> <p>Formerly known as Supplier Invoices</p> <p>Formerly known as Profit & Loss</p>		<p>AM/MM</p> <p>MM to create an Excel copy of the Budget Variance report & forward to AM</p>	<p>MM</p>	<p>Before next meeting</p>
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2.3 Policy Review/ Assurances 2.3a EOTC/RAMs					
3. BoT Work Plan 2023 Strategic Plan/ Annual plan	BC called for questions. AM asked for clarification about the "4 minute walk through" BC outlined process.	BC			
4. Discussions Swimming Pool Parent Donations Commercial Advertising Code of Conduct for State School Board Members In-Committee Administration	KP suggested that a sub committee be formed. BC, CM, AM & KP agreed to form this. Board discussed voluntary donations. Notice in the newsletter? Board decided to review this again towards the end of 2023. CM to bring research to next meeting. MM to up update School Docs with new version of Code of Conduct Replace page 32 with current doc, ESL logins/restraint training	KP/BC CM	Kairanga Ora report on pool condition to be added to Dropbox. MM to bring new forms to be signed by Board Board members to contact BC when ready to activate login.	BC CM MM	Before next meeting For next meeting Next meeting
5. Other business NZSTA - conference	20-23rd July Rotorua Friday to Sunday at EO Week1 Term 3	KP	AM, KP to attend conference. JML & KS attended		

	<p>We the PPS Board (being a member of NZSTA for the 2023 year) appoint Katy Perry board member to be our delegate and to vote on our behalf at the NZSTA AGM to be held Saturday 22 July 2023</p> <p>KS 2ND</p> <p>ALL AGREED</p> <p>NZCERTeacher Work Place Survey</p> <p>Te Tiriti Journey</p>				
<p>6. Meeting Closure</p> <p>6.1 Identify agenda items for next meeting</p> <p>Preparation for next meeting</p>	<p>Meeting closed 8.15 m.</p> <p>Next Meeting is 10th August 2023</p>	<p>KP</p>			