

Peninsula Primary Board of Trustees meeting Minutes – 30th March 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) Arrived Jaime Melville (JML) Monique Metcalfe (MM) Chris Mundell (CM) Alecia McCulloch (AM) Sarah Mackay (SM) Meeting commenced 6.30pm	KP	Danni Turner - Swimsation Visitor - Dion Sadler		
1.2 Apologies	Jilesh Mistry (JM)				
1.3 Declaration of Conflicts of interests	Nil				
1.4 Matters Arising	Reviewed by Board	KP			
1.5 Hours to MM	Complete form/email MM	MM			
1.6 Speaking Rights					
1.7 Sign off e-resolutions	Draft Accounts 2022 School Closure for Strike Action Signed & Completed				

1.8 Confirmation of February Minutes	<p>Taken as read</p> <p>Accept February Minutes Minutes are a true and accurate record. All Agreed</p>				
1.9 Correspondence	<p>Strike Letter</p> <p>Study Grant - Board discussed.</p>				
Monitoring					
<p>2.1 Principals Report Health & Safety/ Property/ OOZ</p> <p>2.2 Finance Report Appendix D/E Finance Report Appendix F Supplier Invoice Budget Policy Review /Assurances</p>	<p>Report Taken as Read. BC called for questions. Board discussed OOZ & roll decrease and the effect on funding, staffing etc KS queried the absentee data. Board discussed behaviour data & Enquiry Cafe.</p> <p>JML asked about feed back on Mike Leijhs Te Reo/Tikanga classes.</p> <p>Policy for enrolment states that Birth Cert or Passport can be used. But this is not in line with our day to day process.</p> <p>Enrolment states that parents are to do the enrollments.</p> <p>Board discussed dress code/uniforms - policy.</p>	<p>BC</p> <p>BC</p> <p>BC</p>	<p>MM to check that School Loop is working for Absentee Notifications.</p> <p>KS to forward a previous report to show preferred format.</p> <p>BC advised that the program is working well, outlined basic format. Te Reo readers now in use, other board members confirmed the books coming home for reading.</p> <p>Wording on Policy to be amended. Change to Caregiver.</p> <p>SLT to draft a dress code for next meeting. BC to to gather some feedback from other Principals.</p> <p>BC to contact fencing contractor re access for late pupils arriving without an adult.</p>	<p>MM</p> <p>KS</p> <p>BC</p> <p>BC</p> <p>BC</p>	<p>ASAP</p> <p>Next Meeting</p> <p>Next Meeting</p> <p>ASAP</p>

	<p>Board discussed Advertising for financial gain.</p> <p>Board discussed asking parents for donations.</p> <p>AM asked about having data regarding up coming expenses so that a greater understanding of tracking the budget. Board discussed is it possible to add to the existing report?</p> <p>The Board moves to accept Finance report. ST 2nd. ALL AGREED</p>		<p>CM to look into potential spaces & what could be appropriate & present at next meeting.</p> <p>MM to look into Kindo/donations different landing page for different users.</p> <p>AM forwarding template of donation letter to MM. AM will firm the parent donation & parent consultation.</p> <p>Board will review over next couple of months.</p> <p>Not an existing function in Xero, would need to add data manually (?) How to predict up coming expenses?</p>	<p>CM</p> <p>MM</p> <p>AM</p> <p>BC</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p>3. BoT Work Plan</p> <p>Analysis of Variance</p> <p>2023 Strategic Plan</p>	<p>Board read & discussed Analysis of Variance report.</p>	<p>KP</p>	<p>Move from Correspondence BC</p>	<p>BC</p>	
<p>4. Discussions</p> <p>Funding Application</p> <p>In committee</p>	<p>Danni Turner presented potential options for expanding the use of the pool, funding, & upgrading. Board queried ongoing costs for the pool being used as a community hub. What would financial implications, additional maintenance be for PPS?</p> <p>Dion Sadler left meeting at 8.43pm</p>		<p>Board to review & discuss in next meeting. Doc in Board Doc/</p>		

<p>Any other business?</p>	<p>Resolution to exclude the public from meeting under Section 7(2) (A) Local Government Official Information & meeting Act 1987 to protect the privacy of ex staff who have been interviewed.</p> <p>Commenced 8.45pm Finished at 9.25pm</p> <p>BC discussed Kahui Ako Lead Principal which would require 2 days per week working on KA business. . BC also mentioned a term of sabbatical leave that is entitled to Principals for study. BC will make a decision about what she applies for. Board gave blessing for both.</p> <p>JML to forward to board Reo planning documents / guidance to board for Reo goal setting.</p>			<p>JML</p>	
<p>5. Administration</p> <p>Board Webpage Update</p> <p>NZSTA - PM cluster formed</p> <p>NZSTA - conference</p>	<p>20-23rd July Rotorua Friday to Sunday at EO Week1 Term 3 Attending?</p>	<p>KP</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 9.30 pm.</p> <p>Next Meeting is 11 May 2023</p>	<p>KP</p>			