

Peninsula Primary Board of Trustees meeting Minutes – 11th May 2023

	Recommendations/Decisions	Led by	Answers/Comments/Action	Responsible	Timeframe
Administration					
1.1 Present	Katy Perry (KP) Brenda Cronin (BC) Keryn Smale (KS), Jilesh Mistry (JM) Sara Tuitupou (ST) Jaime Melville (JML) Monique Metcalfe (MM) Chris Mundell (CM) Alecia McCulloch (AM) Sarah Mackay (SM) Meeting commenced 6.30pm	KP			
1.2 Apologies	Nil				
1.3 Declaration of Conflicts of interests	Nil				
1.4 Matters Arising	Reviewed by Board	KP	KP to enter karakia into Dropbox	KP	
1.5 Hours to MM	Complete form/email MM	MM			
1.6 Speaking Rights	None				
1.7 Sign off e-resolutions	None				

1.8 Confirmation of March Minutes	<p>Taken as read</p> <p>Accept March Minutes Minutes are a true and accurate record. All Agreed</p>		<p>Minutes sent out by email. MM to submit minutes to Dropbox</p>	MM	ASAP
1.9 Correspondence	Letter from S Mackay				
Monitoring					
<p>2.1 Principals Report Health & Safety/ Property/ Ooz</p> <p>2.1a Everyday Matters Attendance report</p> <p>2.1b End of Term Data</p>	<p>BC covered roll size and Ooz enrolment submissions for Term 3.</p> <p>BC passed a motion that the Board offers 4 NE (Year 0) Ooz places for Term 3 2023 AM 2nd All Agreed</p> <p>Report Taken as Read. BC called for questions.</p> <p>Rate of new enrollments is low.</p> <p>BC explained days required to be open as per MoE. Board discussed attendance. Board is really pleased with the increase of attendance by pupils.</p> <p>MAPA training is still being looked into by BC.</p> <p>JML asked for more information re the new format for Te Reo classes. BC explained how the schedule is being run by M Leijh. Also how this is covered for staff PD.</p> <p>BC covered how the data is gathered & explained the graphs. Board discussed PD for staff.</p>	<p>BC</p> <p>BC</p> <p>BC</p>	<p>.</p> <p>Board members to forward date of birth to MM so that BC can set up Education Section logons in order to complete online restraint course.</p> <p>Data to go out to parents/ Whānau - BC</p>	<p>BC</p> <p>All</p> <p>BC</p>	ASAP

<p>2.2 Finance Report</p> <p>2.2b BoT April report</p> <p>2.2c Profit & Loss to April 31st</p> <p>2.2d Supplier Invoice</p>	<p>JML asked what is the purpose of the Whānau Room.</p> <p>KP asked about the Student & Staff Wellbeing funds being underutilised.</p> <p>BC & JM discussed funds on hand versus termly expenses being covered. Board discussed what are the goals? AM asked about community feedback. BC explained thinking/usage of the whareniui. Junior Playground was discussed.</p> <p>Board supports review of beautification of the school.</p> <p>Board accepts the Cyclical Maintenance Provision for 2023. ALL AGREED</p> <p>The Board moves to accept the Finance report. JM 2nd. ALL AGREED</p>		<p>BC to look at setting up a staff event, possibly a cooking session.</p> <p>BC to amend saving account 73</p> <p>BC/board to survey staff, students & Whānau on what is important to them for upgrades/new equipment etc.</p> <p>BC to contact Lata at School Finance Hub re incorrect figures on report. (3 x 321)</p> <p>Annual declaration needs to be completed in term 4.</p> <p>MM to correct BoT payment to S Mackay</p>	<p>BC</p> <p>BC</p> <p>BC</p> <p>BC</p> <p>MM</p>	
<p>3. BoT Work Plan</p> <p>Term 1 Achievement Data</p>	<p>In Principals report Grassroot Trust funding. The Board resolves to seek \$16,340 from Grassroots Trust for Sports Uniforms. The board authorises Elizabeth Young to seek funding.</p>	<p>BC</p>			
<p>4. Discussions</p> <p>Pasifika - Reading together</p> <p>Dress Code Policy</p>	<p>ST outlined Reading Together program/workshop</p> <p>To be reviewed next meeting</p>	<p>ST</p> <p>BC</p>	<p>Board to review & discuss in next meeting.</p>	<p>BC</p>	

Commercial Advertising	CM requested existing information to be forwarded to him as a starting point.		Doc in Board Doc/	SM	ASAP
Parent Donations	To be reviewed next meeting	AM		AM	
Te Reo goals	JML presented goals, importance of correct pronunciation.	JML			
In-Committee	<p>In Committee commenced at 7.52pm</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 staff member.</p> <p>Finished at 8.17pm</p>				
<p>5. Other business</p> <p>NZSTA - conference</p>	<p>20-23rd July Rotorua Friday to Sunday at EO Week1 Term 3</p> <p>KP reminded the board that discussions OUTSIDE of the regular board meeting, must remain confidential. (Topics discussed at board meetings are public information)</p> <p>BC gave the Board a copy of PPS RAMs to read.</p>	KP	<p>KS, JML - bus trip</p> <p>AM, KP to attend conference.</p> <p>RAM's Policy to be reviewed at the next meeting.</p>		Next meeting
<p>6. Meeting Closure</p> <p>6.1 Identify agenda items for next meeting</p> <p>Preparation for next meeting</p>	<p>Meeting closed 8.40pm.</p> <p>Next Meeting is 22 June 2023</p>	KP	<p>Board meetings to now be weeks 4 & 9.</p> <p>Everyone in agreement.</p>		