

Peninsula Primary Board of Trustees meeting Minutes – 22 February 2024

	Recommendations/Decisions	Led by	Answers/Comments/Action	Responsible	Timeframe
<b>Administration</b> <b>BC Called for nominations for Presiding Members</b> <b>KS nominated KP.</b> <b>DR 2nd</b> <b>All in favour for those present (SM was absent for the vote)</b>					
1.1 Present	Katy Perry (KP) Brenda Cronin (BC) Keryn Smale (KS), Sara Tuitupou (ST) Alecia McCulloch (AM) Sarah Mackay (SM) arrived 6.45pm Dave Robertson (DR) Chris Mundell (CM) Dion Sadler (DS) Via Zoom Jaime Melville (JML) Monique Metcalfe (MM) Meeting commenced at 6.35 pm	KP			
1.2 Apologies	Nil				
1.3 Declaration of Conflicts of interests	Nil				
1.4 Matters Arising		KP	KS to present Health & Safety at next meeting	BC	ASAP
1.5 Hours to MM	Complete form/email MM	MM			
1.6 Speaking Rights	NIL				

1.7 Sign off e-resolutions	PPCB Wellbeing fund (2023) - funds to be carried over to 2024	KP	Completed		
1.8 Confirmation of November 30th Minutes	<p>Taken as read</p> <p>Accept 30th November Minutes  <b>Minutes are a true and accurate record.</b>  <b>All Agreed</b></p>	MM	.		
<b>1.9 Correspondence</b>	Nil				
<b>2 Elect Presiding Member</b>	<p><b>BC Called for nominations for Presiding Member</b>  <b>KS nominated KP.</b>  <b>DR 2nd</b>  <b>ALL IN AGREEMENT</b>  <b>for those present (SM was absent for the vote)</b></p> <p>Board discussed responsibilities and agreed to:  Chris - Property  Alecia H&amp;S &amp; Finance  Sarah - Wellness  Dave - Health &amp; Safety  Jaime - Wellness  Keryn - Exit Interviews, Policy, Student Behaviour Management  Sara - Health &amp; Safety  Dion - TBC  Katy- Principal Review, Wellness  Brenda - Principal</p> <p>Conflict of Interest is current as updated late 2023</p>				
<b>3 Discussions</b> Strategic Planning	<p>Review Plan/annual implementation plan published by 1st March.  BC called for queries.</p>				

<p>Legislative change</p>           <p>National Curriculum</p>	<p>DR queried “The Physical Environment” is missing given the feedback from the community. DR asked if possible to have time frames &amp; goals added.</p> <p>Phones away for the day. Board discussed how to do the community consultation.</p>           <p>10 hours literacy/5 hours Maths in ‘typical’ week</p> <p><b>The Board offers one Out of Zone place for term 2 2024 for Year 0. CM 2nd ALL IN FAVOUR</b></p> <p><b>The Board agrees to increase the Credit Card limit to \$15,000 and for a third card to be issued to Lisa Cochrane. SM 2nd ALL IN FAVOUR</b></p> <p>JML &amp; BC to work on Maori Education Achievement policy to ensure reference NELP’s for next meeting.</p>		<p>BC to add column of milestones</p>           <p>Insert wording for smart watches to be included. Review wording about “using in grounds”.</p> <p>Change wording of “we” to “staff”.</p> <p>Phones to be placed in a locked drawer in the school office.</p>	<p>BC</p>           <p>JML/BC</p>	
<p><b>4 Board Work Plan</b></p>	<p>Cyclical Maintenance needs to be approved.</p> <p>Confirm Annual Plan Survey move to T3 Group Brenda to make changes</p>	<p>KP</p>			

Board self Review	KP highlighted points that may need action or discussion.				
<p><b>5 Monitoring</b></p> <p>5.1 Principal's Report</p> <p>5.2 Finance Report</p> <p>5.2a Suppliers Report</p>	<p><b>Report Taken as Read.</b> BC called for questions.</p> <p>DR queried RAM's forms. Who reviews?</p> <p>JML queried Te Reo curriculum. How is it being run, &amp; is it measurable.</p> <p>Board discussed the school swimming pool/lessons.</p> <p>Board discussed the Draft Budget.</p> <p><b>The Board approves Draft Budget for 2024</b> <b>BC 2nd</b> <b>All In Favour</b></p> <p><b>The Board moves to accept the Finance report.</b> <b>DR 2nd</b> <b>ALL AGREED</b></p>	<p>BC</p> <p>BC</p>	<p>Previous June minutes checked as to what was agreed to happen with RAMs forms re BoT responsibility &amp; review. High risk RAMs to be reviewed by board from both supplier &amp; schools. Create another folder in Dropbox for RAM's docs</p> <p>JML is happy to assist, BC to contact &amp; arrange suitable sessions.</p> <p>BC &amp; AM to gather data.</p> <p>BC to query Lata re investment income from finance report. Lata to site visit &amp; meet with AM/BC.</p>	<p>BC</p> <p>MM</p> <p>JML/BC</p> <p>BC/AM</p>	
<p><b>6. Other Business</b></p> <p>Next meeting Board self review</p> <p>Invite to next meeting?</p>	<p>Live learning events / online courses - NZSTA</p> <p>Consider guest speakers.</p>				

	Board Newsletter?		Team photo & item for newsletter		
<b>7. Meeting Closure</b> 7.1 Identify agenda items for next meeting  7.2 Preparation for next meeting.	Meeting closed 8.24 pm  Next Meeting is 4th April 2024	KP			