



Richmond Road School | Te Kura o Ritimana (6.00pm – 8.00pm)

[Signature]
14/02/24

Growing together as one....To develop tamariki who are culturally intelligent life-long learners, who strive for excellence and contribute to their communities.

Agenda of Board of Trustees meeting Wednesday 25th October 2023

Agenda		Minutes	Mover / seconder	Action
Present		Carla Bleriot(Presiding Member), Jacqui Tutavake (Principal), Troy Mills (Staff Rep), Elisa Fa'avagaga,, Kylie Bryant, Anna Coddington, Cheyenne Wijohn		
Apologies				
In attendance				
Financial Services form to be filled out and signed (attendance)				
Karakia/Welcome/Speaking rights		Motion:	Moved by: 2nd by: Carried:	
Confirmation of Minutes		Motion: That the minutes of 20 September 2023 hui be adopted as a true and correct record of the meeting.	Moved by: Carla 2nd By: Carried: Unanimous Moved by: 2nd By:	

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			Carried:	
Matters arising		<p>Motion: The matters arising have been completed and accepted.</p> <p>Wayne is coming 23/11 at 4.30pm onsite.</p> <p>Donations in notice.</p> <p>Conflict of Interest will be in box for each meeting.</p> <p>PTA emails in box with Draft minutes passed on to Lisa.</p> <p>Leave Child Protection Policy as is so School does not use "Settlement Agreement".</p>	<p>Moved by: Elisa 2nd By: Anna Carried: Unanimous</p>	Carla to provide a further response to Te Komiti letter.
<p>Correspondence:</p> <ul style="list-style-type: none"> list emailed before meeting <p>[please email prior to the meeting any mail you may want to see. Most mail is in use once it arrives at school]</p>		<p>Motion: That the Correspondence as tabled be received.</p>	<p>Moved by: Troy 2nd by: Kylie Carried: Unanimous</p>	
Principal's Report:		<p>Motion: That the Principal's Report as tabled be received</p> <p>Roll numbers are down. Some families are on vacation. There are interviews for MiM, TWW and L'Achipelle.</p> <p>Capacity for school could go to 600 students with the new buildings.</p>	<p>Moved by: Kylie 2nd By: Anna Carried: Unanimous</p>	

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		Brisbane Inner City Conference. Australia very similar to Aotearoa in terms of the difficulty faced around lack of teachers.		
<p>Finance Report:</p> <p>1. Board Finance Report - September Report</p>		<p>Motion: That the finance report as tabled be received</p> <p>Expected a deficit but tracking better than first thought. Looking at accounting providers. Jacqui has met with one of two, who seem to align well with the school values. We need a dedicated person for the school for consistency. Cleaning was expensive. Still no Caretaker but there is a system in place for the last term which is working. Caretaker- parent may be helping for a few hours per week.</p>	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	<p>Jacqui to go back to Shore to check that MLP and PBLP are reflected in the Government Grants in the MFRT and add page numbers.</p> <p>Jacqui to check Sports income versus expenses does not align.</p> <p>Jacqui to contact Luke and meet re billboard.</p> <p>Jacqui to check cleaning bill.</p> <p>Jacqui send screenshot of personnel from MFRT to Wayne to</p>

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				ask about use of BOT salary funds.
Property Report: Property report feedback		Motion: That the property report as tabled be received Update that Committee has seen the contract for DesignTribe but there are some things missing. Jacqui requested a time frame deadline from Quint at MoE. Jacqui will follow up on Friday if she hasn't heard anything before then. Sarah is MoE Property advisor. Retaining wall on outside of A'oga has been assessed and Sarah will follow up on advice around the wall..	Moved by: Kylie 2nd By: Anna Carried: Unanimous	Add Property Status Report to pack from now on.
Professional Development Te Tiriti Professional Development		BoT members attended. It was low level in terms of content. What do Board want as a Board and what it means to our kūrā. There were differences discussed re the English and Te Reo versions of Te Tiriti. It was not a place to learn about what Te Tiriti actually is. Second Session: Troy talked about engaging with mana whenua and that they have a lot on their plates, so be respectful of that when requesting help or advice. Anna asked has the Board done enough re Te Tiriti. Agreement was that we should do more. Anna suggested that the Board have a wananga outside of the usual meetings to give effect to what Te Tiriti looks like for our kūrā.		From now to end of Jan 2024 could people do independent research on Te Tiriti Anyone who has resources to share with Board Make time to wananga in 2024

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<p>Curriculum</p> <ul style="list-style-type: none"> - Annual Plan review - Strategic Plan 		<p>Looked through the Strategic plan included in the Board pack. Survey children around week 7/8 of term 4. Korero re digital and cyber safety. Anna suggested bringing outside expertise in to talk to kids about this.</p> <p>Strategic plan has two spelling mistakes.</p>		<p>Kylie will talk to Netsafe about this.</p> <p>Kylie, Jacqui and Carla meet to review annual plan.</p> <p>Jacqui to get master document, fix spelling mistakes and share with community.</p>
<p>Policy Review:</p> <ul style="list-style-type: none"> - Financial Planning 		<p>Include MLP and PBLP under Expectations and Limitations.</p>		<p>Jacqui to upload good version to website.</p>
<p>Conflict of Interest Register items.</p>				
<p>Other Items</p> <ol style="list-style-type: none"> 1. Update Code of Conduct 2. Legal expertise 3. Constitution 4. Resignation at the end of the year 		<ol style="list-style-type: none"> 1. Board agrees to and will abide by the Code of Conduct. 2. There is a parent who has raised their hand to help with legal expertise. Summary discussion around expertise and co-opting this person onto the Board. Will invite her to next meeting. 3. Covered in other items. In the next Board meeting we will form a sub-committee for the constitution 	<p>Moved by: 2nd By: Carried:</p> <p>Moved by: 2nd By: Carried:</p> <p>Moved by:</p>	<p>Jacqui to put on website.</p> <p>The Board will invite a parent to next Board meeting as a possible co-opt.</p>

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		4. Elisa Fa'avagaga has given her resignation until the end of the year. The Board appreciates her efforts with the Board and with property and supporting Mua I Malae.	2nd By: Carried: Moved by: 2nd By: Carried:	
Personnel 1. Staffing update 2. Health and Safety Log		Personnel issues to be discussed. <i>MOVED that the public be excluded pursuant to section 48 of the Local Government Official Information & Meetings Act. The reason being to discuss a matter of personnel and the ground is to protect the privacy of individuals.</i> <i>The BOT went into committee at 8.44 pm and came out of committee at pm</i>	Moved by: 2nd By: Carried:	
Meeting Closed		Motion: That the meeting be extended to 8.30pm. Motion: That the meeting be extended to 9pm. Meeting ended at: 8.59pm	Moved by: Carla 2nd By: Carried: Unanimous Moved by: Carla 2nd By: Carried: Unanimous	
Next Meeting:		Tuesday 28th Novermber 6.00pm		

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