



**BOARD OF TRUSTEES**

**MINUTES OF MEETING**

**Date** 13 February 2023

**Venue** Greenacres Staffroom

**1. Administration**

**Karakia**

**1.2 Present and Apologies**

Mike Thomas, Liz Jull, Peter Dear, Cameron Turner, Karen O'Rourke, Carly Skerrett, Michael Gray, Sarah Alve, Rob Calder

**Apologies** Garrick Wood

**In Attendance** Rob Calder

Welcome to Sarah and our new staff representative and to Rayleen our minute taker. Also Rob joined us for the New Year.

**1.3 Declaration of Interests** None

**1.4 Election of Chairperson**

Mike asked if anyone is interested in being chairperson.

Liz is happy to continue.

Moved: PD and seconded CT

**1.5 Confirmation of Previous Minutes**

| Action   | Who         | When   |
|--|-------------|--|
| Advise SchoolDocs that we wish to adopt NZSTA's Presiding Chair's Role Policy. | Ms Dunstan  | Done   |
| Contact 2 more companies to get quotes for assessment of the school hall.      | Ms O'Rourke | Done KO has put some info on the drive, Will discuss further in the meeting. |
| Correct the Whakatauki   | Mr Thomas   | Done   |

Moved PT and MG seconded

**2. Strategic Decisions**

**2.1 Board Self Review**

Identify risks and opportunities for 2023

MT - outlined opportunities in our annual goals.

**Risks:**

- Our hall and our trees (property) to be discussed further in the meeting.
- Curriculum, Aotearoa Histories, to make sure that we start.
- CS - there may be some push back from whānau regarding Aotearoa NZ histories?
- PD - the dropping roll (since zoning). Although smaller class sizes, what are the implications for the next 3 years? Concerns as there may be staff cuts.
- MG - the budget and the general election! What will change / risks?
- CS - truancy - parents keeping kids off school. When it gets high maybe. But we are engaging with the whānau and talking to them.

**Opportunities:**

- LJ - opportunity to build relationships with our whānau community. (Discuss and engage). Perhaps meet the board.
- KO - suggested some education for whānau with links. Sharing - info evening regarding Aotearoa NZ Histories.
- Roll - a good discussion - thoughts were to advertise at the local Kindergartens and ECE, also to visit them.
- MG - opportunity to strengthen our relationship with the school community now that Covid is less. Run some events etc.
- SA - initiatives eg BSLA - political situation - keeping an eye on it.
- KO - would like to talk about fundraising in the future. Revitalised Fundraising committee with the backing of the community will help.

## 2.2 Draft Charter & Annual Goals

- MT - Goal, refreshing our charter and taking into account who and what we are about now (in the present), what will our focus be. We want to engage more with our whānau and staff, and our Iwi. MT attending a workshop with Ngātitoa.
- RC - commented there is lots of potential working with Nirvana from the Iwi and Poutamu Pounamu.
- We have 100 hours of regionally funded PLD time which we will use strategically.
- Ngātitoa - 30 hours (approx) - a course or coming and working with us. They have a large catchment to look after. SA using Kahui Ako to help with this.

Reporting / goal setting - goals and next steps. Five weekly posts we are not sure we are getting full engagement from whānau. HERO also has a goal setting ability. Need to get some whānau voice to get feedback. RC explained how they are time consuming and hope to address this issue i.e. time taken by staff. Goal setting and Learning conversations may be more effective than posts. Possibly do it after school (meet the teacher) next time.

KO - curriculum refresh - Aotearoa Histories RC/SA explained how it is going to work. Common practice model across the country.

MT - curriculum refresh in literacy - continuing on with this.

The analysis of variance has been completed MT - it was updated at each BOT with next steps added at the end of year. This will be submitted to MOE by 1 March.

## 2.3 Discuss member co-opt GW and MG to the end of Term 1 - thinking about why we needed it in the first place - do we still need this?

KO & CT both agree that it's been really helpful.

MT - it is a big number - PD - having the extra knowledge has been valuable.

LJ - chairperson handover is complete. 7 parent reps are excessive for a small school.

Committees - can bring people in to support particular work.

At the moment the decision stands.

- 2.4 Delegation schedule.  
Having one person works well. (MT) The board needs to ensure that person is being accountable.  
MT moved to change the delegation of the finance committee to one person(KO). But still will make sure there are communication / conversations.  
PD seconded.  
LJ - property committee - CT and pull in others needed. Need to make amendment in delegations. (CT) and draft it up.

### 3. Monitoring

#### 3.1 Acceptance of Principal's report

Accepted as read.

#### 3.2 Finance & Audit Reports

**November** - accepted PD seconded CT

**December** - Pleasing return with donations in 2022. Perhaps we should be more proactive, maybe monthly/termly reminders. Educating whānau what it is used for. Check to see if a letter goes out from the board acknowledging things are tight for everyone.

Accepted CS and seconded by all.

Any concerns? No

Recon has sold out to Allied (there has been some issues) and possibly look at moving to another company.

#### 3.3 Draft Budget 2023

We are up to version 3!

What implication does the projected roll have on this? We may need to anticipate a call back. Need to do a re-forecast in the middle of the year.

**Action:** to confirm what we will do if we don't get the students? (predicted) MT to check into this and get back to the board. Then we will approve the Budget via email.

### 4 Strategic Discussions

#### 4.1 Board Policies

Take those as read.

#### 4.2 Board Assurances

Procedures assured

#### 4.3 School Docs Reviews

Taken as read.

Student attendance - need to update the section about students signing in/out on Vistab. 10 half days per term is a marker point. Unless a legitimate reason is given.

Action - Enrolment - getting the words to reflect what we want. (Continuous enrolment policy)

#### 4.4 Property Update

CT - general property - the asbestos that was discovered has been secured. Professionals have been contacted will progress to a more permanent solution. This will not come from school funds and will be fixed.

The mural - as part of the whole project needs to be fixed - currently covered up where it is crumbling and made safe.

Water under the stationery room (musty) fed through to the assessors for the (10YPP) property plan. Definitely on the agenda.

KO - mystery water (X2) will be further discussed at the 10YPP meeting.

Pūawai leaking - this is part of the weather tightness programme.

10YPP meeting next week where priorities are agreed upon.

KO - **hall**, has got some quotes for repair. \$5-\$6k for building condition report plus extras for another \$1K. Recommendation to get Mark Scrimshaw to do this as he knows the school and available to do it.

KO will confirm with him by email.

**Trees** - CS knows some companies that cut the trees and take away the wood for free. (Firewood). She will look into it and get back to the board. MT - raised timing and safety issues. MG - company needs a risk management plan, accountability and liability! MT to show CS the quotes already received. MG possibly planting prior - maybe check with an arborist or erosion expert. Maybe it needs to be discussed with Ngatitōa iwi????

KO = Porirua Environment Fund - we could hook into this.

#### 4.5 Fundraising Committee update

KO - advised the committee of the deficit, they are now aware of what we need. Talked about rebranding - possibly 'Growing Greenacres' (which is also a part of the charter). Possibly having a facebook page for events to raise awareness. (MT to have a think about it). MG asked if you have someone to control content etc. Could have comment approved prior to going up online. Board members to come to assemblies - make connections and answer questions. QR codes might improve efficiency. The old goal the thermometer could also raise awareness.

Possible things that we could fundraise for:

- technology big ticket items
- camp
- pine tree removal and native planting
- playground safety paint (metal bars) and the bark (Tawa community)
- bike track - MT/SA to ask Tawa School & Hampton Hill.

Short term - what is the priority:

Possibly - technology, pine tree and playground.

KO ran through the list of what they can do.

Term 1:

- quiz + a raffle.
- Disco - school hall, April.
- Easter Buns

Term 2

- hoodies
- spell-a-thon or a math-a-thon (SA talk to JP)
- King's coronation - English tea and scones.

Aiming for about \$3K a term.

A fun run - sponsor from wider media.

Grants - finding someone in the community to do this.

To get funding you may have to put up advertising.

Matariki - to discuss further.

**5 Correspondence**

Fire Compliance contractor issue - was not legitimate!  
Kahu Ako Newsletter - SA ASL

**6 General Business**

Need to update website Bio on website - be current and relevant - all to do to update the website.

**7 Meeting Closure**

8.30pm

**7.1 Action Point Review**

| Action  | Who             | When |
|---|-----------------|------|
| Budget - provide further information and then agree to adopt Budget via email | MT              |      |
| Provide Bio / photos for website -  | All BOT members |      |
| Follow up with more Tree Companies  | CS              |      |
| Ask Mark Scrimshaw to provide quote for Hall assessment                       | KO              |      |
| Update School Docs to personalise what happens at Greenacres.                 | MT              |      |
| Amend Delegations in relation to Property Committee                           | CT              |      |

**7.2 Preparation for next meeting (including identifying agenda items for next meeting)**

The next Board Meeting will be held in the staffroom at 6pm on Monday 20 March.

There being no further business the meeting closed at 8.30pm.

Signed: -----  
Presiding Member

Dated: 09/03/23-----