



BOARD OF TRUSTEES

MINUTES OF MEETING

Date 19 February 2024

Venue Greenacres Staffroom

1. Administration

Karakia

1.1 Present

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

1.2 Apologies None

1.3 Declaration of Interests None

1.4 Election of Presiding Member

LJ was elected unopposed. MT and others all agree that she's doing a great job, and continuity is important.

1.5 Confirmation of Previous Minutes

27 November 2023, minutes were confirmed as true and correct:

LJ confirmed

CT seconded

1.6 Action Point Review

Action	Who	When
Contact Men in White for an up to date Painting Plan	MT	Done
Summarise and make a recommendation re cohort entry	MT	Done
Discuss a few amendments to the Draft Budget with Lynnette and have a revised budget ready for early 2024	MT/Lynnette	Done, talking to later in meeting
Prepare BoT Update to whanau for 2023	LJ	Done
Fundraising Report for 2023	KO	Done

2. Strategic Decisions

2.1 Board Self Review

Last year:

Opportunities:

Out of zone ballot for increasing the roll

Risks:

Identified the Trees

Identified the Hall

Election year

Funding for BSLA

This year:

Opportunities:

Fundraising is a priority this year

- The firewood is a great opportunity to fundraise.

The Board elections are at the end of next year. Succession planning is important to ensure the handover to the new board is smooth.

School environment - leveraging parents already takes place, is there more that can take place?

There is an opportunity to gather a higher proportion of school donations from whanau.

Risks:

The Hall maintenance is the biggest priority (and risk), we want to leave it in a good space before the new board comes in.

- Can we leverage the community?
- Thoughts on a hall committee, sounds like a good plan, an action was created.
- Direct contact with the community could lead to more action on the hall.

Curriculum rewrite is a risk with the new government, which depending on the rewrite expected could lead to a change of plans, which will then require time and resources.

The current political environment mentioned - changes with new Government and the impact on schools - MT thought it's looking OK at the moment i.e. Phones away for the day and one hour reading, writing and maths are in hand.

There is a risk in Term 3 of Puāwai block repairs not being completed on time for the expansion classroom to be created. This is not currently a massive risk as it has been raised by MT, who has been reassured that the works will be complete by then, but it's on MT's mind. We need a space for a new entrant class.

2.2 Draft Local Curriculum and Annual Goals

Ebook:

The first page graphic was reviewed with the new values embedded, which all agreed looked good.

The Local curriculum was also shared by MT, it had come back recently with photos added, he is feeling good about it, it took a while but MT is happy with the result. All agreed it's helpful for updating the website etc.

The local curriculum is normally a 3 year document to match the BOT term, i.e. the new board comes in and starts the review process.

MT advised the board there were a couple of things he had identified that needed fixing and would send back to the graphic designer, e.g. typos, lower case letters after semicolon, feedback from the board about a photo of a father by himself, it doesn't align with the wording around it and that the school should be careful to ensure it is an accessible document for ESOL parents e.g. that use of te reo should also have English translation follow or terms located in a glossary. MT will make changes and all board members have an opportunity to feedback. As it forms our local curriculum, this needs to be with the Ministry by 1 March, this requires prompt action. Action captured for updates.

Annual Goals:

There was discussion about how many goals to work on. MT said 2 goals were being worked which was a simplification from last year.

The 2 annual goals are:

- Refining of the current Maths program
- Embedding the new Curriculum (including the new values)

There was discussion over whether we need more alignment with the NELP/Strategic Goals with the annual goal? Do we want to review?

LJ mentioned that clear alignment would be beneficial.

Action thought from LJ - can the actions be split into a table to display whether something is on track for achievement?

MT mentioned the document is important for the planning and running of the school. Board members also discussed that it's got the content that it's needed, but would be nice to update.

Everyone accepted 2 goals is acceptable after the discussion. No action created.

2.3 Minute of Delegations

As a board we need to review delegations on an annual basis, they are in a table at the bottom of our agenda.

All voted for the current delegations being acceptable, pending the discussion at 4.3.

3. Monitoring

3.1 Acceptance of Principal's report

MT shared verbally:

The new staff are fitting in well.

The new students are fitting in well.

Mentoring for MT - the first meeting went well, he's happy with the professional development plans that he has in place. MT asked if everyone was happy with this? Are there more areas of focus needed?

LJ mentioned that everyone feels happy with what is currently planned.

The roll growth was discussed, we need to decide by next meeting whether to advertise for out of zone.

Last year's charter with AOV was shared, including comments to summarise the year against the goals including next steps. The next steps are captured in the 2024 annual goals with AOV. CS accepted for sending to the ministry, LJ has seconded them.

3.2 Finance & Audit Reports

LJ questioned that the operating surplus of \$50k in November, reduced to \$23K in December, a reduction of \$27K LJ. MT and Cam said that the cost of the sliding door installation in Kano contributed to that, but the Finance Committee was unsure about the rest.

Action captured for KO to follow up on this, to understand more about it and feedback to the board.

November financials - KO accepted, CT seconded.

December - CT accepted, PD seconded.

January - CS accepted, MT seconded.

All agreed it was great to have a surplus when there was a planned deficit.

3.3 Draft Budget 2024 for approval

MT looked over the budget to look for areas where additional revenue may be gained and identified:

Kelly club was likely a surplus, up by \$2K.

Light, water and heat \$4.3K unspent, thoughts to shave off \$2K.

Painting schedule - had put aside \$6.9K, updated estimate is \$3.6K.

Overall this is approximately \$7.5K projected surplus.

The BOT discussed boosting the amount of support staff and PD with the money saved above. However, there is a chance we might be funded for PD.

The Board discussed their level of comfort with the projected deficit. All agreed it was not sustainable to work to a deficit year on year, but that the current costs were our reality. LJ suggested there may be "soft" activities that may need to be trimmed back (like professional development, and recognition gifts) if the deficit remains ongoing and Cam commented that working to such a deficit will affect the board's financial decision making in the year ahead.

KO commented that the variance in budget versus the year end result makes her uncomfortable, and asked other Board members if they were comfortable with this? Members of the finance committee commented that Lynnette said the reason why we were surplus last year was because she underestimated a payment from the ministry (because it wasn't guaranteed) and it ended up being more than planned.

Last year there was a big projected deficit, but we ended up in surplus. The Board considered whether this was likely to happen again?

MT mentioned that they've been quite conservative when setting the budget.

The political landscape is also making things a bit unknown.

It was agreed that staff morale and contentment is really important.

Actions captured to find out more before signing off the budget, as it's important to get it right so that we can be comfortable going forward.

4 Strategic Discussions

4.1 **Board policies** that have been flagged for review:

- Relationship between the board and the principal
- Relationship between the presiding member and the principal policy

The BOT is happy to proceed with the existing policies in their current state.

4.2 Board Assurances

- Risk Management
- Planning and Preparing for Emergencies, Disasters, and Crises
- School Planning and Reporting
- Learning Support

The above were all assured by MT to the board. The below will be assured at the next meeting.

- Health Education
- Safety Management System and Worker Engagement, Participation and Representation
- Healthcare
- Digital Technology and Online Safe

Highlighted to be carried over to next meeting

4.3 Review Leave Policy Delegations

Recently three staff members have requested leave. This has been managed between the Principal and Presiding Member, however on review of the Leave Policy it was identified that discretionary leave greater than five days requires Board approval.

It was suggested that this could be managed in one of two ways, either by specifying a responsible officer in the delegations to guide on behalf of the Board or to review the Leave policy.

General thoughts were to update the policy so the leave is mainly managed by the Principal, rather than the board.

The Board discussed how best to go forward with the policy, concerns about extra costs to the board, by paying a reliever and it was felt a whole board decision feels less risky. Action captured to find out cost implications ahead of finalising the next steps.

To discuss at the next meeting, keep on the agenda.

4.4 School Docs Reviews

It was mentioned that the documents come with a General point of view on the topic, rather than specific to our school. We need to update them to work for the school. Two were highlighted and discussed:

- Communicating with Parents, the areas to improve were:
 - 'Learning Conversations' instead of 'Meet the Teacher'.
 - Hero instead of Seesaw.
 - It felt more transactional, immediate day to day.
 - Doesn't feel like it has a Greenacres spin on it.
 - Should show what we're doing at the moment.

- Reporting to Parents on Student Progress and Achievement
 - Looks like it's been looked at.
 - Feels like what we're doing.
 - Could be a bit more specific.

Action captured for MT to get these both updated.

5 Correspondence

Kahui Ako pack:

Quite a bit of change in the KA, Zac Mills now the lead principal. Lots of strategic planning, ensuring relevance. It is a good opportunity, and an exciting change.

6 General Business

6.1 Property

The new sliding door in Kano looks good, the design is great, and it is already making a positive difference in the learning environment. SA said it's phenomenal.

The trees have come down, with the next part of the trees coming down in the next school holidays.

The Puāwai block weather tightness work is being done in two stages, firstly cladding and windows and second roof and deck. The roof and deck are part of the 5YA (Schedule of works to be done over the next 5 years).

6.2 Fundraising Committee

2023 - more events planned than were achieved. Raised \$6K.

2024 - Projected income of \$16K.

The firewood is proving harder than thought, hard work but it brings in money. Goal to get rid of the current wood by the first school holidays to make room for the next lot.

New initiative this year - KO saw something online selling socks, cool socks for parents who can take them to work. Families/students take packs home to sell, similar to chocolates.

A Rotary Grant was applied for last year, and we have been informed that we got it, \$2500!!

7 Meeting Closure

7.1 Action Point Review

Action	Who	When
Find out when the BOT election is	PD	Done, answer 2025
Organise a Hall committee, develop a clearly articulated plan to what we need, shoulder tapping to get quotes, we need to know how much it's going to cost. Grants then will be easier to apply for once we know what the job entails. Use the sheet and others let Cam know the people to shoulder tap.	CT	By next meeting
Create a succession planning document to review next meeting	PD	By next meeting
Make changes to ebook, then send out for feedback from the board.	MT	29 Feb
Find out why there was a \$20K difference in operating surplus between November and December	KO	Next meeting
Ask Lynnette - is there any unknown in the budget? In terms of ministry budget. Variances would be helpful.	KO	Next meeting
Suggested changes to the budget to be communicated to the board, and the board to accept the budget by email.	MT and BOT	1 March
See if there's any financial implications to giving teachers leave.	KO	Next meeting
Policies to be updated: <ul style="list-style-type: none"> - Communicating with Parents - Reporting to Parents on Student Progress and Achievement with broad terms such as online communication tools rather than Hero.	MT	Next meeting

Preparation for next meeting (including identifying agenda items for next meeting):

Nothing noted other than agenda items to carry over.

The next Board Meeting will be held in the staffroom at 6pm on 18 March 2024.

There being no further business the meeting closed at 8.10pm.

Signed: Essell
Chairperson

Dated: 11/03/24