

Minutes of Somerfield Te Kura Wairepo
Board of Trustees Meeting
18 February 2022 – 7pm – Zoom Meeting

Present:

Denise Torrey, Stephanie Muller, Craig Weston, Lucy Green, Julie Bassett, Nalini Meyer, Nicky Horne Mark Callaghan

Apologies: Marty Needham

Conflict of Interest: None

Speaking Rights: Nicky Horne – Julie Bassett

Motion: That Julie Bassett has speaking rights for the year 2022

Moved: Stephanie Muller

Carried

Late: None

Moved that the above administration matters are accepted.

Moved: Stephanie Muller

Carried

Principal's Report:

Tabled as read:

- Covid update
- Property update spaces 19 & 20
- Bikes in school update
- 10 year property plan delayed
- Air filters discussed
- Leaking roofing/sliders update
- Health & Safety – Omicron
- Funding review re: Heat and lighting costs
- Staffing update
- ECE date (42 ECE)
- PLD update
- Virtual TOD
- All Bot members to be added to Mail chimp

Motion: That the Principal's report be accepted as read

Moved: Denise Torrey

Seconded: Nalini Meyer

Carried

Finance:

- Property funding update – Maintenance from 2021/2022 in investment account. Will show on BoT report
- Parent donation discussed – 66% received
- Survey to be sent out Term 4 – indicating when to send out accounts to parents – timeline

Motion: The Board agreed that the parent donation would remain the same for the 3 years - \$250 per student.

Moved: Stephanie Muller

Carried

Motion: That the December/January accounts be accepted by the Board as a true and correct representation.

Moved: Mark Callaghan

Seconded: Lucy Green

Carried

Motion: The Board approves the inclusion of a budget for the 2021 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2021 operating and capital purchases budget.

Moved: Stephanie Muller

Carried

(emailed approval 15/2/2022)

Motion: The Board of Trustees approve the proposed 2022 budget with a cash deficit of \$21,245.75.

Moved: Craig Weston

Seconded: Lucy Green

Carried

Property:

- 6 Air purifiers units have been purchased
- Administration area air flow discussed
- Meeting set up with MoE to discuss long term solution re: airflow
- Health & Safety minutes shared with the BoT

Policy:

- Denise and Nalini to meet to review policies.
- Updates will be provided at next meeting

Communications:

- New MoE Comms to be reviewed by Kellie

COVID update:

- Hygiene
- Single cells
- Break timing
- School is well placed
- Teachers protocols
- Virtual TOD
- Covid tracking update
- Template pre-populated with etap
- Scenarios are clear
- MoE and MoH guidelines discussed
- Office procedures explained
- MoE consistently updating
- Kellie to share letters to BoT that will be sent to parents
- If a teacher/child has Covid Denise will txt Chairperson immediately
- RAT kit has been purchased for the school
- Children's wellbeing discussed

General Business

Delegations:

The Board directs that (except where the Board at its discretion otherwise determines), in the absence of the Principal from duty and for the full period of any such absence, the Deputy Principal (or, if also absent from duty, then the Assistant Principal) shall perform all the duties and powers of the Principal and in particular but without limitation will:

- Be a Board member under sections 10(1) and 119 (1)(b) of the Education and Training Act 2020; and

- Be delegated the powers of the Principal under the Education and Training Act 2020 and associated rules in relation to the stand down and/or suspension of tamariki.

Moved: Stephanie Muller

Carried

(emailed approval 15/2/2022)

Covid Response:

Motion: The Board approves a committee comprising any three members:

- One of whom must be a Chair or Deputy Chair and
- One of whom must be the Principal (or, in the absence of the Principal from duty and for the full period of any such absence, the Deputy Principal (or, if also absent from duty, then the Assistant Principal)

Moved: Stephanie Muller

Carried

(emailed approval 15/2/2022)

Charter – Strategic Areas/Annual Plan/Analysis of Variance

- Upload to the MoE
- Upload to the website
- Newsletter article to be created

Motion: That the Board of Trustees accept the Strategic Plan/Annual Plan and Analysis of Variance for 2022.

Moved: Denise Torrey

Seconded: Lucy Green

Carried

Self-review of Board/Board Chair performance:

- Link to be sent to BoT members from Stephanie
- Feedback discussed at the next BoT meeting

Planning for Board elections/succession planning:

- Newsletter article with zoom link/agenda for the next BoT meeting
- CES Elections timeframe to be sent to the Board
- (If you are not a parent of the school you can be elected to the Board however a parent of the school must sign the nomination form)

Trees:

The Board agreed to purchase Native Silver & Red Birches, a Red Beech tree and a cabbage tree for the school grounds.

Basketball/Touch Rugby and Cricket

- These are off site games and they all fit under the Red Settings.

The minutes of the 17 February 2022 meeting were read and approved as true and correct.

Moved: Stephanie Muller

Carried

The Board of Trustees Meeting on the 10 February – Zoom Meeting.

Denise Torrey's report was tabled as read.

Meeting closed at 9.00 pm

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Stephanie Muller
Chairperson

.....Date