

Minutes of Somerfield Te Kura Wairepo

Board of Trustees Meeting

24 March 2022 – 7pm – Zoom Meeting

Present:

Denise Torrey, Stephanie Muller, Craig Weston, Lucy Green, Nalini Meyer, Nicky Horne, Kelly Englefield, Mark Callaghan, Tim MacIntosh, Tony Steffens, Philippa Wealleans

Minutes taken by Lucy Green

Apologies: Marty Needham, Julie Bassett

Conflict of Interest: None

Speaking Rights: Tim MacIntosh, Tony Steffens, Philippa Wealleans

Motion: That all present have speaking rights.

Moved: Stephanie Muller

Carried

Late: None

Moved that the above administration matters are accepted.

Moved: Stephanie Muller

Carried

Principal's Report:

- Reporting to parents' schedule discussed.
- Personnel – working through challenges due to additional COVID-related leave with a focus on equity. Confident that this is manageable for the foreseeable future.
- Property - sliding doors in Mōkihi/ Kōtahi & Tētē Roof repairs pending. Air purifiers in place where need identified by Co2 monitors.
- Health & Safety – regular meeting postponed due to H&S focus on COVID. Normal H&S protocols in place and working well. Weekly staff H&S briefing and regular comms to parents on COVID updates. H&S committee to convene before next board meeting.
- Staffing update
- Board approved Charter submitted to MoE

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

Moved: Denise Torrey

Seconded: Stephanie Muller

Carried

Finance

February accounts – expenditure on track despite additional costs imposed by COVID (testing, cleaning, air purifiers, leave).

Motion:

The Board resolves that: It is the opinion of the Board that the annual financial statements for the financial year ended 31 December 2021 fairly reflect the financial position and operations of the School. The school's 2021 financial statements are authorised for issue by the Board.

Moved: Mark Callaghan

Seconded: Lucy Green

Carried

Property/ Health & Safety

- Property update – as per Principal's report
- Co2 levels continue to be monitored. Ventilation in all buildings fine for now to mitigate spread of COVID.

Policy

- Review focus on H&S policies this term including: Health and Safety Management and Emergency Disaster and Crisis Management.
- There have been updates to: Personal Digital Devices. New policy of Māori Educational Success created (formerly called Māori Achievement, which has a less comprehensive scope).

Communications

- Communications in newsletter to encourage interested parents to join a BoT meeting and consider standing.
- Communications regarding upcoming board elections.
- Continue board profiles series as per comms plan: upcoming Stephanie Muller, next Kelly Englefield.
- Board page needs updating with Kelly's bio.

COVID-19

- Protocols in place, including single cell classrooms, slowing spread.
- High number of tamariki sick – Denise mapping absence trends.
- Office staff disproportionately affected.
- Will review frequency of communications to parents, now that COVID is spread throughout whole school.
- Once new Health Order is released, Stephanie, Denise and Nalini will need to review current policies in relation to vaccine mandates.
- Denise attending a risk assessment workshop.

General Business

- New ERO process very positive and progressing well.

- Tamariki happy and thriving in their learning,
- BoT election schedule and dates.

Motion: That the proposed election dates be accepted.

Moved: Stephanie Muller

Seconded: Lucy Green

Carried

The minutes of the 18 February 2022 meeting were read and approved as true and correct.

Moved: Stephanie Muller

Carried

Meeting closed at 8.30 pm

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Stephanie Muller

Chairperson

.....Date