

Minutes of Somerfield Te Kura Wairepo

Board of Trustees Meeting

19 May 2022

6pm – Zoom Meeting

Present:

Denise Torrey, Stephanie Muller, Nalini Meyer, Kellie Englefield, Mark Callaghan, Marty Needham, Tim McIntosh, Tony Steffens, Adele Santy, Cameron MacPherson, Debbie Yu and Julie Bassett

Apologies: Craig Weston, Lucy Green and Nicky Horne

Mark Callaghan left meeting at 7.00pm

Conflict of Interest: None

Speaking Rights: Tim McIntosh, Tony Steffens, Adele Santy, Cameron MacPherson, Debbie Yu

Motion: That all present have speaking rights.

Moved: Stephanie Muller

Carried

Late: Tim McIntosh arrived at meeting 6.45pm

Moved that the above administration matters are accepted.

Moved: Stephanie Muller

Carried

**Principal's Report:**

- Transition and Election of BoT members for this year discussed
- Blurbs and photos from Tony & Tim are to be collated by Julie for the website and newsletter

Motion: Tony Steffens and Tim McIntosh are co-opted onto the Board of Trustees effective 19 May 2022.

Moved: Stephanie Muller

Carried

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

Moved: Denise Torrey

Seconded: Kellie Englefield

Carried

Finance:

- Discretionary Leave/Disregarded sick leave discussed

Motion: That the March and April accounts be accepted by the Board as true and correct.

Moved: Mark Callaghan

Seconded: Kellie Englefield

Carried

Property:

- Covered in Principal's report

Health & Safety:

- Risk assessment carried out considering 13 data points

Action: Compulsory mask communication – Stephanie

Motion: From next week (23 May 2022) and for the rest of the winter, masks are mandatory to all staff and children Y4-6.

Moved: Stephanie Muller

Carried

Policy:

- Behaviour Policy being updated by Nicky Horne
- Assurances have all been reviewed and met
- Emergency policy (drills can go ahead under 'Orange')
- Kellie to work on technical issues around etap re: Drill rolls

Communications:

- Lucy to write up comms for co-opted members for the newsletter.

Covid updates:

- Covered in Health & Safety
- Daily cases recorded and date sent to the MoE

General Business

Mandate Risk Assessment – covered in Principal's Report

ERO update:

- Poutama Te Reo Programme shared by Marty Needham
- Framework to target 10 English Medium school
- Pilot being introduced
- High trust model
- Monitored by ERO

Transport Survey:

- Letter sent to the Christchurch City Council
- Received a reply from the Council
- Drop off signage to be organised
- Future plan is being prepared by Council

Term Dates:

- Options for Term dates for 2023 to be sent to BoT to review at next meeting

PTA AGM – 26 May 2022

Bot dates:

23 June

18 August

8 September  
4 November  
8 December

Motion: The minutes of the 24 March 2022 meeting were read and approved as true and correct.

Moved: Stephanie Muller

Carried

Meeting closed at 7.40 pm

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Stephanie Muller  
Chairperson

.....Date