

Minutes of Somerfield Te Kura Wairepo

Board of Trustees Meeting

22 June 2022

7 pm – Zoom Meeting

Present:

Denise Torrey, Stephanie Muller, Nalini Meyer, Kellie Englefield, Mark Callaghan, Tim McIntosh, Tony Steffens, Cameron MacPherson, Craig Weston and Julie Bassett

Apologies: Nicky Horne and Marty Needham

Late: Tim McIntosh – 8.20 pm

Conflict of Interest: None

Motion: That all present have speaking rights.

Moved: Stephanie Muller

Carried

Moved that the above administration matters are accepted.

Moved: Stephanie Muller

Carried

**Principal's Report:**

Motion

Close the school at 2:30pm 1/2 August to allow staff to prepare for Whānau Reconnecting Learning Conferences.

Moved: Denise Torrey

Seconded: Stephanie Muller

Carried

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

Moved: Denise Torrey

Seconded: Nalini Meyer

Carried

Finance:

- Auditors BDO re: Letter of Representation signed by Denise and Stephanie
- Email letter of representation to Tony and Mark to set due diligence process for future
- Newly appointed PTA fundraising is realistic
- Roster to be set up for BoT to attend PTA's meeting – Lucy to attend July meeting

Motion: That the May 2022 accounts to be accepted by the Board as true and correct.

Moved: Mark Callaghan

Seconded: Tony Steffens

Carried

Property/Health & Safety:

- Redesign of leaking roof discussed. Denise to send MoE contact details to Craig and Cameron.
- Spaces 19 & 20 update – very positive

Policy:

- Policies when they have been updated - links to be sent to BoT folder
- School docs run an induction service for new members of BoT
- Carbon Neutral Government Programme (CNGP) update – survey completed

Covid Update:

- Masks working effectively
- Numbers low
- Co2 levels good
- Purifiers have been installed in classrooms
- Comms to be continued in newsletter

General Business

Term Dates:

- Options were discussed.

Motion: Option 4 was agreed to by the BoT for 2023.

Moved: Stephanie Muller

Carried

ERO :

- Te Ara Huarau/School Improvement framework document shared with BoT
- Positive results of evaluation

Poutama Reo

- Hui was organised – No one attended
- Another hui will be organised early next term

Equity funding for admin staff:

- New pay scale and goals will be discussed with Admin Team when agreement has been ratified.

Travel Plan:

- CCC surveyed whanau
- CCC Travel Plan signed re: investigation will now commence
- Sandwich boards will be purchased for drop off areas.

Bot dates:

18 August

8 September

4 November

8 December

Motion: The minutes of the 22 June 2022 meeting were read and approved as true and correct.

Moved: Stephanie Muller

Carried

Meeting closed at 8.45 pm

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Stephanie Muller  
Chairperson

.....Date