

Minutes of Somerfield Te Kura Wairepo
Board of Trustees Meeting
23 March 2023

6.00pm in the Staffroom

Present:

Denise Torrey, Tim McIntosh, Tony Steffens, Cameron MacPherson, Julie Bassett, Nicky Horne, and Lucy Green and Elizabeth Eastmure, Stephanie Muller, Kellie Englefield, Stephanie Norris

Apologies: None

Speaking Rights: Stephanie Norris

Late: Cameron MacPherson (6.15pm)

Stephanie Norris – arrived at 6pm and left at 8pm

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:

- Appointed Dianne Heslop Teacher Aide for Term 2
- Kelly Richardson resignation
- Attendance Report discussed

Motion: Ratify the appointment of Kiri Kahukura - permanent Teaching position commencing Term 2, 2023.

Moved: Stephanie Muller

Carried

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

Moved: Denise Torrey

Seconded: Lucy Green

Carried

Finance:

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

Moved: Tony Steffens

Seconded: Denise Torrey

Carried

Motion: Statement of Responsibility for the year ended 31 December 2022.

The Board accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management, including the principal and others as directed by the Board, accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the School's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2022 fairly reflects the financial position and operations of the school.

The School's 2022 financial statements are authorised for issue by the Board. (Signed by Stephanie Muller and Denise Torrey)

Moved: Stephanie Muller

Carried

Property/Health & Safety:

- Cameron's report – in folder.
- Health & Safety minutes in folder
- Update on leaking Tete roof
- Bell and intercom update
- Emergency and lockdown drills scheduled

Policies: - Report in folder

- Elizabeth to organise an audit.

Communications:

- Absentees to be monitored – letters to be sent when necessary
- Profile of BoT member (Elizabeth Eastmure) to be featured in newsletter
- Lucy will put an article next term in the newsletter re: Denise's fellowship

Covid update

- Very low numbers at the moment

General Business:

Delegations:

Motion: 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 then Assistant Principal shall perform all the duties and powers of the Principal and in particular but without limitation will:

- Be a Board member under section 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

Attendance/ERO:

- In BoT Folder

Digital Technology at school

- Letter received from Stephanie Norris: re: policy for Digital Devices.
- Discussion within the Board regarding smart watches.
- Policy to stay status quo

2024/2025 dates:

Motion: The BoT approved 2024-2025 dates:

Wednesday 31 January 2024- 18 December 2024

Monday 3 February – 17 December 2025

Moved: Stephanie Muller

Carried

Correspondence:

-Letter received from student requesting to be uniform free. BoT to write a letter to the student. (Letter to be circulated to the BoT)

- Letter to be written to school's arts council – BoT agreed to \$500 toward the mural/artists vouchers

Potama Reo:

- Denise shared overview

BoT dates for 2023 at 6.00pm

11 May
15 June
3 August
7 September
26 October
30 November

PTA Dates for 2023 – one board member to attend

30 March AGM - Tony
18 May - Lucy
22 June - Elizabeth
10 August - Cameron
14 September - Tim
2 October - Stephanie
7 December - Lucy

Mihi Whakatau Dates for 2023 – one board member to attend – 9am in the school hall

24 April - Elizabeth
29 May - Tim
17 July – Tony
21 August -Cameron
9 October - Stephanie
13 November – Lucy

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

Moved: Stephanie Muller

Carried

Motion: The minutes of the February 2023 meeting were read and approved as true and correct.

Moved: Stephanie Muller

Carried

Meeting closed at 9.00pm

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Stephanie Muller

.....Date