

Minutes of Somerfield Te Kura Wairepo  
Board of Trustees Meeting

15 February 2024

6.00pm in the Staffroom

Present:

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

Apologies: Elizabeth Eastmure

Speaking Rights: All that are attending

Late: None

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:**

- Upgrade of internet system – to date many problems
- Attendance 2023 – report in folder
- Attendance Service are now working with the school
- Port Hills fire update
- Greg is on ACC leave

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

Moved: Denise Torrey

Seconded: Stephanie Muller

Carried

**Finance:**

- BDO Annual audit is yet to be finalised and filed with MOE (31 March 2023) Accounts yet to be presented by Solution and Services
- Donations for 2024 to remain the same (\$250 per child) - Lucy to revise donations letter (see Comms)
- Quote for tree trimming and maintenance received \$25,500

Action: Tony to email final Audit accounts when received by Solution and Services for the BoT to record resolution.

Motion: That the December 2023 and January 2024 accounts to be accepted by the Board as true and correct.

Moved: Tony Steffens

Seconded: Stephanie Muller

Carried

Motion: The BoT accepts the costs of up to \$25,000 to maintain/trimming of trees in school grounds.

Moved: Stephanie Muller

Carried

**Property/Health & Safety:**

Reports in folder

- 5YA Plan report in folder – Presentation to the BoT by Cameron re: Projected Schedule/Priorities
- H & S Meeting – new staff rep has been appointed – Jane Rutherford
- Roof update – replacing the roof in April school holidays

Motion: The Board of Trustees approve the 5YA Property Plan in principle.

Moved: Cameron MacPherson

Seconded: Lucy Green

Carried

**Policy:**

- Inclusive Education – meet our cultural diversity needs
- Identifying Learning Differences – two options
- Cell phones and Digital Devices – need MoE rules – in newsletter
- Reviews and Assurance Plan for year
- Enrolment audit was completed in December 2023

Motion: The BoT agrees to option 1 as written in the full policy and will be updated to School Docs.

Moved: Stephanie Muller

Carried

**Comms:**

Action: Lucy to revise donation letter to whanau indicating/signalling that the BoT are considering an increase for the Y5 & 6 students re: technology fee for 2025.

General business:

- Writing and maths an hour a day – ERO will be monitoring. Discussions held on what this may look like
- Studholme Tree – under Health & Safety
- BoT succession – discussions held – Bot to co-opt members
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**BoT Dates for 2024**

21 March

16 May

20 June

15 August

19 September

31 October

5 December

**PTA Dates for 2024 – 7pm**

22 February - Lucy

28 March – All member that is available

23 May - Tony

27 June - Cameron

22 August - Tim

26 September - Elizabeth

7 November - Lucy

12 December – Tony

**Mihi Whakatau Dates 2024**

11 March - Tim

29 April - Cameron

4 June - Elizabeth

22 July - Lucy  
26 August - Tony  
14 October - Tim  
18 November - Stephanie

Motion: The minutes of the November 2023 meeting were read and approved as true and correct.  
Moved: Stephanie Muller  
Carried

Meeting closed at 8.30pm

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