



Richmond Road School | Te Kura o Ritimana (6.00pm – 8.00pm)

Growing together as one... To develop tamariki who are culturally intelligent life-long learners, who strive for excellence and contribute to their communities.

Minutes of Board of Trustees meeting Wednesday 14 April 2021

Agenda	Minutes	Mover / seconder	Action
Present	Jacqui Tutavake (School Principal), Carla Bleriot (Presiding Member), Troy Mills, Alex Bonham, Charmaine Newson, Elisc Faavogoga		
Apologies	Marina McCarthey		
In attendance			
Financial Services form to be filled out and signed (attendance)			
Welcome / Speaking rights	Motion:	Moved by: 2nd by: Carried:	
Visitor/Guest	Kylie Bryant Carla welcomed Kylie who spoke about herself.		
Confirmation of Minutes	Motion: That the minutes of hui be adopted as a true and correct record of the meeting.	Moved by: Carla 2nd By: Carried: Unanimous	
	Motion:	Moved by: 2nd By: Carried:	



Richmond Road School | Te Kura o Ritimana (6.00pm – 8.00pm)

Growing together as one... To develop tamariki who are culturally intelligent life-long learners, who strive for excellence and contribute to their communities.

<p>Matters arising</p>		<p>Motion:</p> <p>Minutes have been sent. Conference has been booked. Troy got in touch with Principal Ramsey and has forwarded information regarding the third stage build. There has been a report done that said it was not economically feasible to fix the temporary office. Jacqui spoke to Brenda from the MOE and she said that the building should be demolished. BOT will keep pushing for the new build for TWW. Troy has asked for funding regarding out of zone children not being funded when they should be because of their language requirements - Pa Chris from Waiorea was contacted Charmaine asked what Phase 3 encapsulates. It will be for TWW and MIM, a 3 story building. Alex asked if there was an opportunity to have teacher dwellings on the top of the new build. Carla was not sure if the school could take on the funding for this. Blessing of the new building happened. Very thankful to the parent group for the breakfast. There will be an open day on the first day of term 2.</p>	<p>Moved by: 2nd By: Carried:</p>	<p>To print everything in pack double sided.</p>
<p>Correspondence:</p> <ul style="list-style-type: none"> list emailed before meeting [please email prior to the meeting any mail you may want to see. Most mail is in use once it arrives at school] 		<p>Motion: That the Correspondence as tabled be received.</p>	<p>Moved by: Charmaine 2nd by: Alex Carried: Unanimous</p>	

Respect for self, others and the environment | Togetherness and inclusiveness | Compassion and empathy | Bravery and resilience | Educational achievement



Richmond Road School | Te Kura o Ritimana (6.00pm – 8.00pm)

Growing together as one... To develop tamariki who are culturally intelligent life-long learners, who strive for excellence and contribute to their communities.

<p>Principal's Report:</p>	<p>Motion: That the Principal's Report as tabled be received.</p> <p>Jacqui talked to Hannah re roll, funding for 330 children is quite low. She has been on a NZPPA tip in Omaperere. There are many fluent māori speakers in the NZPPA which is good. Members are Principals who are of the Pacific people. MEM has another language assistant. Funding is from the MoE. Jacqui went to Wellington. She joined a group looking at Learning Assistants. Group is looking at centralising the funding. There were reps from all levels of schools. LA grading has affected funding for schools.</p> <p>Duke will be reviewing the playground to top up the bark. Elisa wondered about data on health and safety regarding falls from the playground and other incidents. Does Bot need to review the incidents? What are the standards for Health and Safety?</p> <p>Jacqui has assured that the playgrounds are checked regularly. There is a hazard system to assess any issues. Previous school told Bot of every H & S incident. Bot should be able to see any patterns or hazards to fix.</p>	<p>Moved by: Charmaine 2nd By: Alex Carried: Unanimous</p>	<p>Jacqui to add health and safety incidents to Principals report.</p>
<p>Finance Report: February Finance accounts</p> <ol style="list-style-type: none"> 1. Bot Finance Committee to report back 2. Annual Audit 	<p>Motion: That the Finance Report as tabled be received.</p> <p>Report showing till end of February 2021. School will be getting a new accountant in May. Financial Performance Graph: Monthly Budget is an annual budget. There is a surplus of \$34,000.00 forecast for the end of the year. Alex queried capital spending budget including \$15,000.00 landscaping.</p>	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	<p>Jacqui will ask Lisa to add all the extra pages to the report. Jacqui/Carla to ask Caydie about \$15,000.00 capital spending for landscaping.</p>



Richmond Road School | Te Kura o Ritimana (6.00pm – 8.00pm)

Growing together as one... To develop tamariki who are culturally intelligent life-long learners, who strive for excellence and contribute to their communities.

		Alex would like a gardening committee from keen parents, perhaps through PTA.		Alex will contact Anne Lawson to set up a working bee.
Property Report: Property report feedback		New build is ready to go. Thanks to all involved. Jacqui put an update in the newsletter regarding the canopy. Jacqui will meet with Brenda re stage 3. BOT appreciates Peter Coats and his input into the new build.		
Policy Review: 1. Financial and Property Management		Motion: That the policy be approved subject to the changes and additional amendments as agreed.	Moved by: Charmaine 2nd By: Elisa Carried: Unanimous	Jacqui to follow up with lisa to change kindo to school donation
Other Items 1. Professional Development 2. Principal Appraisal - Matua Atina'e 3. Complaints and Processes 4. Cultural Intelligence 5. Board Committees and support for the school 6. BOT Conference 7. Casual Vacancy		Motion: Motion: Motion: 7. Motion: We fill our casual vacancy by selection and we select Kyle Bryant to fill that vacancy. Notification of the motion will be communicated to the school. Postponing items 1-5 as Marina is not in attendance. Alex questioned budget around resources. To be discussed at another meeting.	Moved by: 2nd By: Carried: Moved by: 2nd By: Carried: Moved by: 2nd By: Carried: 7. Moved by: Carla 2nd By: Carried: Unanimous	

Respect for self, others and the environment | Togetherness and inclusiveness | Compassion and empathy | Bravery and resilience | Educational achievement



Richmond Road School | Te Kura o Ritimana (6.00pm – 8.00pm)

Growing together as one.... To develop tamariki who are culturally intelligent life-long learners, who strive for excellence and contribute to their communities.

	<p>Jacqui thinks there should be a special meeting around the charter which includes discussing committees to support the school.</p> <p>Charter Committee Finance committee Policy Committee Property Committee</p> <p>Members to think about what skills they can bring to the committees. BOT can temporarily co-opt someone with the required skills.</p> <p>Board to talk about fundraising objectives at the next meeting.</p> <p>6. Bot members are going to the NZSTA conference in Rotorua to be upskilled.</p>		
<p>Personnel 1. Staffing update</p>	<p>Personnel issues to be discussed.</p> <p>MOVED that the public be excluded pursuant to section 48 of the Local Government Official Information & Meetings Act. The reason being to discuss a matter of personnel and the ground is to protect the privacy of individuals. The BOT went into committee at 7.30 pm and came out of committee at 8.30 pm .</p>	<p>Moved by: 2nd By: Carried:</p>	
<p>Meeting Closed</p>	<p>Motion: To extend meeting from 8.00-8.30pm 8.30 close</p>	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	
<p>Next Meeting:</p>	<p>26th May 2021</p>		

Respect for self, others and the environment | Togetherness and inclusiveness | Compassion and empathy | Bravery and resilience | Educational achievement


26/05/21