



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 26 May 2021 ✓

Agenda	Minutes	Mover / seconder	Action
Present	Jacqui Tutavake (School Principal), Carla Bleriot (Presiding Member), Alex Bonham (Deputy Presiding Member), Marina McCartney, Charmaine Newson, Elisa Fa'avagaga, Kylie Bryant		
Apologies	Troy Mills (Staff Representative)		
In attendance			
Financial Services form to be filled out and signed (attendance)			
Welcome / Speaking rights			Moved by: 2nd by: Carried:
Visitor/Guest			
Confirmation of Minutes	<p>Motion: Collene Roache 7:30pm Principal's Appraisal</p> <p>Motion: That the minutes of 14 April 2021 hui be adopted as a true and correct record of the meeting.</p> <p>Motion:</p>	<p>Moved by: Carla</p> <p>2nd By: Unanimous</p> <p>Moved by: Unanimous</p> <p>2nd By: Unanimous</p> <p>Carried:</p>	

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<p>Matters arising</p>	<p>Motion:</p>	<p>Moved by: 2nd By: Carried:</p>	<p>Discussion re the order of Matters Arising. Jacqui and Carla to follow up. From last meeting. Printing double sided. Jacqui has added health and safety incidents to report. \$15,000.00 has been acquired for landscaping. Working bee has been approached. Lisa has gone to kindo re school donation to sort request of wording on kindo site.</p>
<p>Correspondence: • 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>	<p>Motion: That the Correspondence as tabled be received. What do we define as correspondence for the BoT? Any relating to staff or personal matters will be looked at in Committee.</p>	<p>Moved by: 2nd by: Carried:</p>	
<p>Principal's Report:</p>	<p>Motion: That the Principal's Report as tabled be received. Marina asked re monthly roll and the number of MM students, as the roll has dropped. Jacqui will look into. Some students</p>	<p>Moved by: Alex 2nd By: Charmaine Carried: Unanimous</p>	<p>Alex looking to give out pamphlets, to advertise the school, to those who may not be</p>

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<p>Finance Report: April Finance accounts</p> <ol style="list-style-type: none"> 1. BoT Finance Committee to report back 		<p>have moved suburbs. Marina concerned re funding for teachers. There are 3 at the moment. Jacqui confident the school won't lose one of these teachers. Other schools in the area are seeing a drop in attendance generally at the moment.</p> <p>Property people from the Ministry coming in next week. There has been discussion around criteria to get into language units. RRS is unique and worth shouting about.</p> <p>Elisa asked about the Writing Hui. Jacqui is looking to access resources for Samoan and Māori students. Filo and Moana are upskilling in this for MM. There is a lack of bi-lingual resources in general.</p>		<p>aware of what RRS offers in Te Reo Māori. Marina would like to do the same for MM.</p> <p>Other Pacific are separated out in other reports for data</p> <p><i>cdf</i></p>
		<p>Motion: That the Finance Report as tabled be received.</p> <p>Finance report is now presented in full. Changes have been made to show how we are tracking and make it clearer and easier to read.</p> <p>There is a surplus of \$53,000.00. Most has come from the Pacific Innovation Fund and others from the Ministry.</p> <p>Under personnel there is underspending for staffing at the moment. But it is across Teachers Salaries (MOE) and (BOT). Elisa asked about Term Deposit for surplus.</p>	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	<p>Jacqui will look into Donations and how to pay. Jacqui to add to next newsletter.</p> <p>Donation amounts were raised for this year.</p> <p>Finance Committee will discuss with accountant re having a term deposit for interest earning on surplus. Also to check</p>

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				<p>on Credit Card - says fraud but it is surplus? Jacqui will look into extra teaching staff if the staffing is available.</p>
<p>Property Report: Property report feedback</p>		<p>We are in the new building and it is really great. Canopy is next. Plans are at Council and are taking time. Timeline: Start August and optimal end date 8 weeks later but could be quicker. Maybe a school concert/night market to fundraise in the new canopy. Demolish the old office asap. Prefabs are still being discussed. MOE Property are coming 1st June 1pm, to have a look and talk to the teachers about the real issues around the buildings.</p>		
<p>Policy Review: 1. School Planning and Reporting</p>				
<p>Other Items 1. BoT Conference review and feedback 2. Sub-committee membership 3. How we can continue to support Jacqui (based on Jacqui's previous engagements with school boards)</p>		<p>1. Conference was great and BOT got a lot out of it. It was great to get to know each other as well. Marina asked is there budgeting for future conferences? NZSTA courses are free. Can there be a specific item in the minutes as a reminder to investigate more options. 2. There are 3 committees, Finance, Property and Policy. Alex and Marina are on Policy Committee. Chairmaines husband, Tyrone, is willing to support the Property</p>	<p>Moved by: 2nd By: Carried:</p> <p>Moved by: 2nd By: Carried:</p>	<p>Add PD to the standard items in the Agenda after Policy reviews. Kylie can provide an update next meeting on IOD meeting, Finance Essentials, that she attended.</p>

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<ol style="list-style-type: none"> 4. Our proposed board work plan for the remainder of the year with set mtg dates 5. Planning and reporting changes under the Education and Training Act 2020 (and how it affects us now) 6. Initial discussion on cultural intelligence 7. Strategic Funding Initiatives 8. Kāhui Ako Update 	<p>committee. Elisa has joined the Property Committee. Carla, Charmaine and are on the Finance Committee. Jacqui is on all of them.</p> <ol style="list-style-type: none"> 3. Now the BOT is sitting, Jacqui thinks that allocating Committee membership will be a great help. She appreciates the support of the Board. 4. Jacqui has pulled together a draft of a work plan. Alex asked: Are there legislative requirements and deadlines? Refer to working draft of plan. 5. Jacqui suggest to the BOT, to stretch out the current charter to middle of next year which include the goals of the school for 2021. Kyle asked is Jacqui comfortable to do that because the charter was drafted before she started at RRS. Jacqui is fine with it but if there is anything missing, that the BOT can discuss and add where appropriate. COVID posed some challenges. Everyone in agreement to start the ball rolling on a new charter. Jacqui's goals need to be included. 6. Marina wants to see an understanding of other cultures as a part of the school. There is no PD around Pacific cultural competency/intelligence and she feels that there needs to be more done. Ministry of Pacific peoples and NZSTA to bring together Bot around NZ to upskill in this area. There is upskilling for Māori but not Pasifika. Can be both in NZSTA as part of PLD 7. Strategic Funding Initiatives: Growing together as One. Sports equipment and Sports Shed, Sports uniforms. Sail shade. Landscaping-gardening the whole school. 	<p>Moved by: 2nd By: Carried:</p> <p>Moved by: 2nd By: Carried:</p> <p>Marina would like PD on school policies. Carla to follow up with new Policy committee for PD in this area.</p>
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		<p>8. 4 leaders. Transferring children within the community, so the children are known. 3 Goals: Wellbeing, Cultural thriving, Collaboration and Student Agency. \$8000.00 for each person working within the agency. Western Springs is the affiliate College.</p>		
<p>Personnel 1. Staffing update</p>		<p>Personnel issues to be discussed. 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 7.35 pm and came out of committee at 8.13 pm then 9.34 then</p>	<p>Moved by: 2nd By: Carried:</p>	
<p>Meeting Closed</p>		<p>Meeting extended to 8.30pm Meeting Extended to 9pm. Meeting Extended to 9.30pm Meeting Extended to 10.00pm Meeting Extended to 10.15pm Meeting ended at 10.07pm</p>	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	
<p>Next Meeting:</p>		<p>June 30th, 2021.</p>		

Charran 30/06/2021.

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