



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.

Agenda of Board of Trustees meeting Wednesday 30 June 2021

Agenda	Minutes	Mover / seconder	Action
Present	Jacqui Tutavake (Principal), Troy Mills, Charmaine Newson, Elisa Fa'avagaga, Kylie Bryant.		
Apologies	Carla Bleriot (Presiding Member), Alex bonham (deputy Presiding member), Marina McCartney		
In attendance			
Financial Services form to be filled out and signed (attendance)			
Welcome / Speaking rights	Motion:	Moved by: 2nd by: Carried:	
Visitor/Guest			
Confirmation of Minutes	Motion: That the minutes of 26 May 2021 hui be adopted as a true and correct record of the meeting. Motion:	Moved by: Charmaine 2nd By: Kylie Carried: Unanimous Moved by: 2nd By: Carried:	

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<p>Matters arising</p>	<p>Motion: That the matters arising are documented and accepted.</p> <p>NZSTA advises to follow up previous actions from matters arising.</p> <p>Donations: Competition put out, another \$7000.00 added. Kindo cannot change activity in the donation area. Will Bot follow up on donations? Maybe at the beginning of next term, to remind families about donating.</p> <p>Data separated in specific pacific ethnicities.</p> <p>PD added to the agenda for tonight. Bot focus on free PD as opposed to PD that costs.</p> <p>Carry forward: Carla, Alex and Marina actions for next meeting.</p>	<p>Moved by: Kylie 2nd By: Elisc Carried: Unanimous</p>	<p>Action: follow up to donations in term 3, share percentage with community about what school normally receives. Kylie to make a graphic to share if needed</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: Kylie Carried: Unanimous</p>	
<p>Principal's Report:</p>	<p>Motion: That the Principal's Report as tabled be received.</p> <p>Kāhui Ako Day was very successful. Hopefully staff can do two per year. School signs up for various strands within Kāhui Ako. Neurodiverse space is everywhere within the workshops. It is a hot topic at the moment as is Trauma.</p>	<p>Moved by: Kylie 2nd By: Troy Carried: Unanimous</p>	

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		<p>Kylie really enjoyed the art exhibition and felt it was great for the community. Charmaine asked about Health and Safety. Roll is tracking well. Jacqui predicts the roll will hit 350. Attendance is low due to sickness. Anne Lawson is a great asset for Netball. Kylie has started an application for ASB Good as Gold to acknowledge her.</p>		
<p>Finance Report: May Finance accounts</p> <ol style="list-style-type: none"> 1. BOT Finance Committee to report back 2. Annual Audit 2020 		<p>Motion: That the May Finance Report as tabled be received.</p> <ol style="list-style-type: none"> 1. Continues to show positive financial performance: EOY surplus of \$60,032. The positive movement is related to additional Government grant income, up 2.7% against budget (versus 2.14% last month). Discussions were held on possible use of this surplus. What is the interest rate available for term deposits? ASB have not been very forthcoming but Jacqui is asking. Reliever versus teacher salaries. Jacqui explained the difference between the two and ACC coming in for Deputy Principal. <p>Motion: That the Annual Audit as tabled be received..</p> <ol style="list-style-type: none"> 2. Comments made in the report have been discussed with Michael. Cashflow Statement and Budgeted Balance Sheet will take place in OCT/Nov. 	<p>1. Moved by: Jacqui 2nd By: Elisa Carried: Unanimous</p> <p>2. Moved by: Troy 2nd By: Charmaine Carried: Unanimous</p>	<p>Jacqui Action: Monthly report acronyms from Shore, revisit MLP money and numbers. Follow up with ASB (Lisa). Update for MLP on monthly report. Jacqui to check in with Troy.</p> <p>Jacqui attach Edyrs emails.</p> <p>Kylie will action potential income on hoardings around the school.</p>

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		<p>Michael will send fixed asset register to Jacqui, school can review impairment/obsolete assets. Finance Committee will discuss transferring funds to interest bearing deposits at next finance hui. The agreement for hall hire is being finalised. "Space to go" booking service being considered. Once discussed with the Board, the 2020 year end financial statements will be posted on the school website.</p> <p>Kylie asked if Board would consider different ways of generating income on billboards around the school. Would the school support external advertising on these hoardings.</p> <p>Elise asked about Kiwi Sport. Jacqui said the money usually goes into the PE budget. \$4800.00 has been carried over to 2021 in the annual report.</p>		<p>Jacqui will look into kiwi Sport budget.</p>
<p>Property Report: Property report feedback</p>		<p>Elisc: Meeting this week with Tyrone and Jacqui. The canopy update: Contract with Novashade. MOE sees canopy as a building, but Novashade says it is not as it has no sides. MOE thinks their needs to be an application for building consent so there is a pause on the work at this stage.</p> <p>Green Party member Chloe Swarbrick has sent a letter to two MP's, MOE and the council regarding the standard prefabs. Old office building will be demolished asap. A parent</p>		<p>Send Tyrone contract for Gil. Jacqui to ring Peter Lensink to follow up. Jacqui to action comms re informing</p>

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		<p>approached one of the teachers in Te Whanau Whariki re what was happening with the old buildings. Board agreed to inform the school community about where the school is at.</p>		<p>community through newsletter.</p>
<p>Policy Review:</p> <p>1. School Planning and Reporting (from previous meeting)</p>		<p>Updated policy.</p>		<p>Jacqui will send to Board to finalise before uploading to website.</p>
<p>Bot PLD</p> <p>1. Kylie Bryant - Finance</p>		<p>Kylie talked about Finance and what Directors are responsible for as per handout in the Board papers.</p> <p>Accountant to help the Board with responsibilities and an understanding of what is required. Experts have gone through the accounts and the Board should take comfort in this. Lisa spends time with the auditors. Jacqui has a gift for her to say thanks.</p> <p>Kylie thanked Jacqui for her work on the reports.</p>		
<p>Other Items</p> <ol style="list-style-type: none"> PAT Data report Voiting for PM/DPM at next meeting - Alex Board Agenda - Marina Matua Atind'e - Marina 		<ol style="list-style-type: none"> A snapshot of the achievements of yr 4-6 students. Students are tracking well. <p>Kylie suggested a mathathon or spellathon for fundraising. Jacqui keen. She has prizes.</p> <p>Motion: That the PAT Data Report as tabled be received.</p>	<p>Moved by: Alise 2nd By: Charmaine Carried: Unanimous</p>	<p>Jacqui to pass on feedback from board about the positive PAT results.</p>

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		<p>2. Voting will come in the next meeting Alex will discontinue as DPM due to other commitments. Carla is good.</p>	<p>2nd By: Carried:</p> <p>Moved by: 2nd By: Carried:</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 pm and came out of committee at 7:45pm - ended 8.05</p>	<p>Moved by: 2nd By: Carried:</p>	

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Meeting Closed		Meeting ended at 8.10	Moved by: 2nd By: Carried:	Invites to go out for future meetings and please decline a week before if you can please.
Next Meeting:		August 11 2021		


11/08/21