

Minutes of Mokau School BOT Meeting 12 August 2024

Opened: Name: Maree Jones Time: 7:35 pm

Karakia: from Board members

Present: Maree Jones, Maryann Symonds, Jackie Warren, Merepaea Rauputu , David Easton, Adam Black, Anne Owens

Apologies: Emma-Gene Hutchinson

Conflict of Interest: The board effectively manages actual, potential, and perceived conflicts of interest ensuring the integrity of board decisions and reputation of board members.

Reports

Principal Report

Roll – 26

Board Assurance

As per distributed Principal Report.

Strategic Goals:

Provide high quality inclusive learning opportunities

To ensure all students have access to learning that reflects Tiriti o Waitangi

NELP

Maryann reported on the NELP Items in her Principal Report.

NELP Objective 1 Learners with their whānau are at the center.

NELP Objective 2 Barrier free access, ensure sound foundational skills.

NELP Objective 3 Quality teaching and leadership

Key items from the Principal Report to be discussed in General Business.

Motion: Principal Report taken as read

Moved Maryann, seconded Jackie. Passed.

Finance Report

Finances in Board papers and drive.

There were some unbudgeted items: bark, replacement server.

Motion: Finance Report taken as read

Moved Jackie, seconded Maree. Passed.

Property Report

Discounted bark offer accepted and most has already been spread.

The 11 year old Server was replaced following critical errors in the drives which were irreparable. The replacement server has been installed and is up and working.

Building update in General Business.

Health and Safety Report

Covered in Principal report.

Farm Report

See General Business

Achievement Reports

Not applicable this meeting.

Policy Review

- Concerns and Complaints – the only policy that had changed, Maree went through it, noting that the flowcharted process is basically still the same, and the importance of record keeping was emphasized. There was discussion on who needs to be involved and this is on a case by case basis and with the involvement of “Te Whakarōputanga Kaitiaki Kura o Aotearoa” (formerly NZSTA) which is the voice of school boards in New Zealand, providing services to New Zealand's 2,500 state and state-integrated schools and kura.

“Natural Justice” term was introduced: Natural Justice means you must act fairly in the circumstances. Common expectations are that a person will have adequate notice of a situation that may affect them, they will have an opportunity to be heard and respond, and that a decision will be made by an unbiased decision maker.

- Media
- Performance Management
- Staff Conduct
- Professional Development
- Protected Disclosure
- Staff Leave

Board members reviewed, some discussion, then agreed they are all OK with no comments to be documented.

GENERAL BUSINESS

Building Update

Container is onsite and is being loaded.

Planned start date for builders is Monday 19 August.

Assembly point is changing to accommodate workers space.

Hope to have library, toilet block and break out space done by next holidays, with kitchen planned to be done in the holidays.

Anticipating end of November for finish.

Monthly building meeting dates are set – Jackie to advise them.

Police Vetting of builders

Police vetting has been completed and with advice and in consultation with NZSTA a risk assessment was prepared by Maryann (in board pack).

Vetting is done under the Education and Training Act 2020 and the Childrens Act 2014 and those with Schedule 2 offences cannot be employed according to the Vulnerable Childrens Act. Risk assessment document was discussed.

Motion: That the "Police Vetting Risk Assessment of results for contractors of Project 19 Roofing, Windows, Structural, Fire Alarm work" be accepted .

Moved Maryann, seconded David. Passed.

Bank Account for Building Retention Fund

New account for Building Project Retention (Project 19) required by the Ministry of Education to hold retention funds in a separate designated account.

Motion: To set up account for this Project 19 requirement.

Moved Maree. Passed.

Careers expo trip for Ruma Tuakana

Documentation and notifications for the trip were completed.

It went well and was considered a worthwhile event.

Mokau School Pet Day

Mokau Friday 18 October and Tainui likely to be Fri 25 October.

Tri Annual Grant form WDC

The Grant for the pool has been applied for.

ERO Visit Postponed

Leo advised that the visit has been postponed until next year.

Budget Review and adjustments

Budget adjustment draft and notes accompanied Board documents.

Adjustments were primarily to shift into new codes.

Motion: To accept budget adjustments

Moved Jackie, seconded Adam. Passed.

Water Meter

There was a faulty washer (now fixed) that lead to lots of water being wasted so meter reading will be high.

Farm water trough checking

Motion: To purchase a concrete trough and associated inline tap.

Moved: Maree. Passed.

Colour of Roof

The Greyfriars roof colour was decided upon by board members.

This is also the aluminum joinery colour.

Administration:

- Confirmation of June 2024 Minutes.
- Paperwork to sign – Done
- Correspondence – Re Building: email from MOE and Ardern Peters in Board pack.

In Committee: No

Tasks to be done

- **Jackie** to advise monthly meeting dates for building updates.
- **Maree** to purchase trough and tap for farm water.
- **Maryann/Maree** to arrange Project 19 bank account

Meeting Closed at: 9:08 pm

Next meeting : **Monday 23 September 2024 at 7:30 pm at the school**
(Monday 19 Aug meeting cancelled as this 12 August one replaced it).

MINUTES ARE TRUE AND CORRECT



(Chairperson)