



Board of Trustees Meeting Minutes 14 May 2024

Meeting Start Time: 5 pm in the meeting room

Present: Steve Drury, Wendy Naidu, Aaron Hall, Andrea Fitness, Daisy Docherty, Murray Barclay, Ben Gibson, and Jackie Drury.

Apologies: Aaron and Daisy, are both running a little late

Welcome to Aaron Hall

Declaration of Interest: Steve Drury (BOT member) married to Jackie Drury (minute taker)

Minutes of the previous meeting:

Taken as read

Matters arising from previous minutes:

- Hall Hire Hourly rates have increased and the hall is very much booked out
- Budget and Finances - The deadline has been met.

CORRESPONDENCE:

Inwards:

- None

Outwards:

- None

Principals Report

Current Roll

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2024	6	62	68	78	76	59	62	411
International Students								0

Please see the Principal's Report for the Historical Roll

Key Documents:

[Strategic Goals & Annual Plan](#)

Health and Safety:

No health and safety matters have arisen.

A fire drill was undertaken on the 26th March, this was executed very quickly and without any issue.

Assurances:

Risk Management:

- Identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and measures are being re-evaluated to check their adequacy. This includes sun protection and EOTC activities.

Planning and Preparing for Emergencies, Disasters, and Crisis:

- Emergency plans are in place that provide emergency and evacuation procedures. Planning and procedures are up to date and in hard copy, and emergency supplies are checked and up to date.
- A trial evacuation was completed on 26 March 2024 (Fire Drill)

School Planning and Reporting

- The strategic plan has been submitted to the Ministry of Education by 1 March
- The annual implementation plan for the current school year will be published by 31 March;
- The annual financial statements have been sent to the school auditor by 31 March; The annual report (including audited financial statements) will be submitted to the Ministry of Education by 31 May;
- The annual report is published as soon as practicable following this.

Asset Management:

Finance, Property, Risks/Potential Risks

Finance:

We engaged the services of EdServices to complete our accounting needs before the accounts were sent to the auditors, meeting the deadline of 31st May. We had our onsite audit visit on 1- 3 May with Crowe. We now await a partner review to be conducted to see if any further clarification is needed. I believe we are on track to have our financial report submitted by the 31 May deadline.

Met with Edtech Financial Services on the 9th of May, investigating what financial services they can offer.

Recently met with Kindo. Kindo is unique in that you can manage student finances as well as shop items on the same platform. This creates the platform effect where families jump on to buy a school hat and get reminded of their outstanding camp fees and Maths Whizz etc.

We would like to invite Lesley Winstanley from the Ministry of Education to a future BOT meeting. She will give an insight into school finances and will be able to answer any specific questions.

New Furniture for Rooms 12 and 13 have been purchased and will be delivered.

Grants/Funding - BOT Resolution that we will be applying for a grant/s for bus transport costs for whole school swimming sessions. An application was made to the Orewa Lions Club but this was unsuccessful.

ESOL payments are to now be added to the budget.

Property:

Roof Ridges - Procurement and Recommendation Reports have been submitted to the MoE - we will see the next steps as we would like to get this completed in the July School Holidays.

School Fencing Project - we received the recommendation report on the 10/5.

The senior playground slide requires replacement following vandalism. Insurance will cover at least a third of the cost we hope.

Nick Bradley - Building and Property Management Services, a review is needed. Steve Waters - Yellowstone - meeting 9:30 am Thursday 15/5

A leak is suspected in the junior playground, and an investigation is underway to locate it.

Strategic:

Review: Annual Plan Goals, Vision, Policy; Curriculum - students' progress and achievement

School Docs:

Steps for reviewing as BOT members were given the website <https://orewabeach.schooldocs.co.nz/1893.htm>

Staff Report:

- Runathon promotion is a focus at the moment
- Showquest rehearsals are well underway
- Isport, a company started by Dan Carter and Richie McCaw, visited Area 12 and donated three bags of quality soccer balls, rugby balls, and basketballs.
- The interschool swimming sports were held at Northern Arena, we had 10 children participating who all swam well and many reached the finals.
- Many staff received their free flu shots at school
- The House Duathlon was a huge success
- Parent conferences went well with very positive feedback from parents and teachers.
- We all loved our holidays
- George Scott and Isabel Hampton represented our school at the Anzac service where they both had a reading to share and they laid a wreath on our behalf. They were outstanding.
- All the school bikes have been serviced free of charge by the "Bike Professor" who contracts to Bike on NZ and Ak Transport.
- Harbour sport Bike trainers have been in to work with our Yr 5 students
- Netball and Basketball games have begun. We hope to look at replacing some uniforms for next year.
- The sports awards assembly was fantastic. Gemma and Sarah did a great job of organising this. Nick Rado was an excellent MC.
- The NZ Indoor Bowls promotion enjoyed working with classes today and tomorrow.
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General Business

- Appointment procedure policy - Steve Drury asks about police checks of all persons. Police checks are routinely completed for all staff and volunteers, we will be doing Board members also.
- Ben Gibson requests that a morning tea be organised with Board Members.
- Aaron Hall would like to introduce a Karakia to open and close board meetings.

Motion: That the principal report and correspondence be accepted - All accepted

The meeting was declared closed at 6.20 pm

Upcoming Tuesday Meeting Dates 2024

18 June

6 August

10 September

29 October

3 December