

Minutes of Mokau School BOT Meeting 19 February 2024

Opened: Name: Maree Jones Time: 7:10 pm

Karakia: from Maryann and Merepaea

Present: Maree Jones, Maryann Symonds, Jackie Warren, Merepaea Rauputu, Emma-Gene Hutchinson, David Easton, Anne Owens

Apologies: Adam Black

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.

Appointing a Chair

Maree Jones was nominated for Chair by Emma-Gene, seconded by David. Maree accepted the nomination. There were no other nominations. Maree's appointment was carried.

Reports

Principal Report

Roll- 24 (4 unscheduled departures, 2 unscheduled arrivals)

NELP

NELPs are being updated and will be included from next meeting.

Several items from Principals report to be discussed in general business.

Motion: Principal Report taken as read
Moved Maryann, seconded Jackie. Passed.

Finance Report

New codes have been added.
New charger for computer purchased.
Pool keys sorted – many thanks to Emma-Gene.

Motion: Finance Report taken as read
Moved Jackie, seconded Maree. Passed.

Property Report

Still no update on the roofing project, awaiting direction from MOE.

New LED lighting and RCDs will be installed throughout the school in the first week of March. We have had an outside door damaged and is now unable to be opened. We will have it repaired next time we have an appropriate tradesman at the school rather than spending a large call out fee.

Health and Safety Report

Nothing to report.

Achievement Reports

Not applicable.

General Business

Strategic Plan

Draft plan was distributed to board members and reviewed.

Maryann added that board will get time with Donna Davis to get a length and breadth view.

Motion: Strategic Report be approved.

Moved Maree. Passed.

Classroom Release Time Policy

The draft has been constructed in consultation with our Teachers and ensuring that it complies with the Primary Teachers Collective Agreement. Maryann consulted with NZEI and NZSTA to ensure that requirements were met.

Motion: Classroom Release Time policy be approved.

Moved David, Seconded Emma-Gene. Passed.

Student CellPhone Policy

The contents of the draft policy checked that they comply with the new legislation.

Minor amendment: "Students can collect cellphones from 3:00pm" changed to "Students can collect cellphones from *end of day bell*".

Motion: Student CellPhone Policy be approved.

Moved Merepaea, Seconded Emma-Gene. Passed.

Commbox purchase

Maryann requested board approval to purchase 2 Commbox and stands for a total cost of \$9704 +GST+Freight (cheaper than previous quote).

Motion: Commbox and stands purchase be approved.

Moved Maree, all agreed. Passed.

Teacher only days

We have 2 confirmed Professional Learning days for staff with Ideal Literacy

27th May

24th September

Motion: Teacher only dates be approved.

Moved Emma-Gene, seconded David. Passed.

Policy Review

Staff have completed Term 1 Policy reviews at staff meeting.

Board members are now required to review.

EOTC

As per Principal Report, there is now an EOTC folder in the Board drive. This contains all documentation relevant to EOTC in the kura.

There was discussion around the number of forms required and concerns that they could be difficult for some families.

EAP – Employee Assistance Programme

EAP was previously paid by the Ministry, but this is no longer the case.

To remain with current supplier, costs as follows:

Annual membership: \$400 establishment fee, \$549 yearly (covers all staff), \$189 per session

Informal pricing: \$341 per person sign-up, \$321 per session

Usually 3 counsellor sessions are offered.

Motion:

Maree to consider options for a month, in the interim Maryann to use the existing provider with the Informal pricing if required.

Moved Maree, Passed.

Emma-Gene to ring around and check with GPs and counsellors re EAP services/pricing.

Board Assurance

As per Principal Report.

Upcoming events

February	21st Teacher PD 3.00-4.30pm 27th Strategic Leadership Workshop in Hamilton 28th House swimming sports and whanau lunch 28th Full staff meeting and PD 3.00-4.30pm
March	4th-8th Installation of LEDs and RCDs 8th Tainui Cluster School Swimming Sports @ Waitara 27th Mokau School Speeches

Meeting Dates

Monday 25 March	7pm
April	No April meeting
Monday 20 May	7pm
Monday 24 June	7pm
Monday 29 July	7pm
Monday 19 August	7:30pm
Monday 23 September	7:30pm
Monday 21 October	7:30pm
Monday 25 November	7:30pm
December	No December meeting

Code of Conduct

Board members to sign and return Code of Conduct forms.

Items from previous minutes:

School House (Windows)

David still to follow up.

Sports Equipment

All sports equipment available except hockey sticks.

School Gardener

Maree advised that she had an advertisement going in the Tainui Trader for a Gardener – expressions of interest.

Maryann said that if there was budget funding for a purpose it was not normal procedure for Board to arrange and that it was the Principals role to arrange and ensure that it was carried out.

Maryann then advised that she had arranged for Paul to do the gardening on an invoice basis. December minutes did state (on the Gardener item) "Maree will bring information to the next meeting".

So there was apparent confusion.

Maree disagreed and thought the position should be advertised.

Following the Gardener discussion Maree left the meeting, following which the meeting was closed.

Administration:

- Confirmation of December 2023 Minutes. Maree signed off.
- Paperwork to sign – Completed
- Correspondence – Nil.

In Committee: No

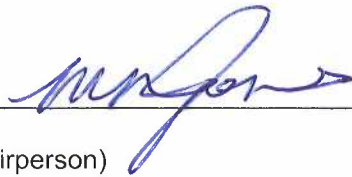
Tasks to be done

- **Board members** to sign and return Code of Conduct forms.
- **Board Members** to return tax forms.
- **Board Members** to review Term 1 Policy document.
- **Maree** to consider EAP options.
- **Emma-Gene** to ring around and check with GPs and counsellors re EAP services/pricing.
- **David** to follow up re School House windows.

Meeting Closed at: 9:05 pm

Next meeting : Monday 25 March at 7:00 pm

MINUTES ARE TRUE AND CORRECT

A handwritten signature in blue ink, appearing to be 'M. Jones', is written above a horizontal line.

(Chairperson)