

Minutes of Mokau School BOT Meeting 16 June 2025

Opened: Name: Maree Jones Time: 7:00 pm

Karakia: from Board Members

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

Apologies: Nil

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

None this meeting due to shortness of timeframe since last meeting.

Finance Report

Nothing to discuss.

Motion: Finance Report taken as read.

Moved: Jackie, seconded Emma Gene. Passed.

Property Report

All activators in windows faulty and are to be replaced.

There is an issue with the tap in the library sink.

Above issues to be fixed in coming week.

Door expected to be delivered next week, also.

Motion: Property Report taken as read.

Moved: Maryann, seconded Jackie. Passed.

Health and Safety Report

There was a near miss with a child climbing on the fort before school. Elbow got stuck but staff able to help child down and prevent serious injury.

Maryann has requested that children do not use the high risk equipment such as fort and swings prior to start of school as staff have many other tasks to see to at that time.

Motion: To restrict use of fort and swings prior to school start time.

Moved: Maree. Passed.

Farm Report

Nothing to report.

GENERAL BUSINESS

Drainage outside covered walkway

Due to repeated flooding of the covered walkway in heavy rain we are seeking quotes from plumbers to rectify the problem.

EOTC, Cluster School Camp

Limited detail received so far.

Year 7 & 8 Weaving Wellbeing

Details will be provided in letters to parents/caregivers.

Molly Farrell Donation

The plaque has been ordered and paid for.

Location of plaque to be decided at July meeting.

Bus Route/Times

These have been finalised.

Maryann to ask Dylan to check for signage on Mohakatino Road.

Hui, Across School Facilitator

Merepaea spoke about the offer for the ACF to provide support and guidance to the school, staff and parents.

Merepaea and Maryann to arrange a meeting for next term.

Board Self Assessment Checklist and Board Assurance

The Board Self Assessment Checklist was reviewed, discussed where necessary and all questions were responded to.

It was signed off by Maryann and Maree.

Board Assurance was reviewed and responded to.

ERO

The Audit by Silks (Report to Governance) was pretty clean, however, there were a couple of items to be queried.

On Page 14:

Lack of evidence of independent review over receipts-

The principal checks the receipts against the ledger. Clarity needed as to what more is required, and definition of independent.

Lack of independent review of credit card statements and supporting invoices -

This is currently done, although noted that a zero credit card balance still has to be signed off.

On Page 16:

Deficit budget - this is the first in many years.

Maree will sign the Report to Governance document off when adequate responses have been made and the document has been updated.

Maree signed the representation letter for Year End 31 Dec 2024 from Silks.

School Board Elections

Anne Owens was appointed as returning officer for School Board Elections.

Administration:

- Confirmation of May 2025 Minutes.
- Paperwork to sign – Done
- Correspondence – Nil

In Committee: No

Tasks to be done

- **Maryann** to ask Dylan to check for signage on Mohakatino Road.
- **Merepaea and Maryann** to arrange a meeting for next term re Across School Facilitator.
- **Maree** to sign Silks document when adequate responses have been received

Meeting Closed at: 8:22 pm

Next meeting: Monday 28 July 2025 at 7:00 pm at the school

MINUTES ARE TRUE AND CORRECT

(Chairperson)