

Jackie Woodland

MEETING Meeting Commenced 5.30pm Glenview Club <del>1<sup>st</sup> April 23</del> 1 May 23	Attendees: Ngaire Harris – Governance Facilitator, Kevin Johnson – MOU , Board Members: Matt Crispe, Krissy Wirehira, Dave McNaulty, Ratau Turner, , Mareta Matenga,(Late) Jacqui Woodland, , Anthony Rawiri	ACTIONS
5.30pm	Karakia – Anthony Rawiri	
Previous Minutes	<ul style="list-style-type: none"> <li>Update Tarai Kura spelling ( Ngaire) Matt moved minutes be accepted all in favour yes no against</li> <li>Matters arising:               <ul style="list-style-type: none"> <li>Board Training - NZSTA will liaise with Ngaire, she had a meeting with them today, and Anna said she was happy to come Board Meeting and support for current Board and New Board that will take over. Next meeting to come along</li> </ul> </li> <li>Dave update with DJ , email came through this afternoon 1<sup>st</sup> May 2023, Dave to follow up, and update Board 2<sup>nd</sup> May 2023</li> <li>Art teachers update from Thilo in regard to the support, Clive accepted our offer of support for days organized. Art staff will go in over the Term 2 &amp; 3 to support. Offer has been extended however Ngaire good will, spoke that the school may not need the support.</li> <li>Principal and Board Chair report has been tabled</li> <li>Presiding member – No questions</li> <li>Thilo presented her report / read through her report</li> </ul>	<p>Ngaire will arrange next training for Monday 15<sup>th</sup> May 23</p> <p>Dave to update Board</p>

Jackie Woodland  
15 May 2023

<p><b>CURRICULUM &amp; STUDENT ACHIEVEMENT (Establishment Planning)</b></p> <p>Presiding Members Report</p> <p>Tumuaki/Principal Report</p> <p>Governance Facilitator Report</p>	<ul style="list-style-type: none"> <li>● Saturday 13<sup>th</sup> will be the MLT Powhiri and Welcome – would be great for the Board to attend. Wet Weather Plan, it will be at the Hui te Rangiora Marae Clarence Street. Back to the Glenview Club for Kaihakere (food etc)</li> <li>● Dave – were the connection and going to another Marae out of respect.</li> <li>● Business Manager Role – 4 Local and 6 overseas, nothing standing out at this stage.</li> <li>● Flu Vaccinations will be available for all staff. Thilo move that we provide flu vaccinations for all staff employed before 1<sup>st</sup> June 2023, seconded Dave, all for no Against</li> <li>● Governance Facilitator – Well under way with the curriculum framework, and a lot of work been completed, great job.</li> <li>● This term will be the curriculum framework, whole sections will be ticked off on the Working Plan</li> <li>● Anthony – will you update every Hui – Ngaire, yes this is version 5 now updated yesterday 31<sup>st</sup> April 23. Are we on track (Anthony) yes Ngaire, with the education brief will be presented within the next month? A lot more on track than a month ago, so very happy</li> <li>● Jacqui – Letterhead? Thilo – Graphic Designer take our vision, take ideas, and give us 3 ideas, and explain to the Board,</li> </ul> <p>Thilo move those Principal reports be accepted and Dave second – all for and no against  Matt moved and Jacqui second that the Governance and Presiding member report be moved all for and no against</p>	<p>Thilo to confirm details next week to all Board members</p>
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<p><b>DOCUMENTATION &amp; SELF REVIEW</b></p> <p>Policy Committee Report</p>	<ul style="list-style-type: none"> <li>● Board to Ratify the following reports, these current ones cannot be changed, connected to Legislation,</li> <li>● Privacy officer will be Thilo Govender for the Policy</li> <li>● Dave – Public excluded minutes, it just says Minutes –Official information – Ngaire, due to no room for movement. Put in bracket (Not included Public Excluded Minutes)</li> <li>● Dave – Privacy – include Caregivers.</li> <li>● Dave, a few other changes to be made, Policy Committee will be updated by the Policy Committee</li> <li>● Look at putting all questions online prior to meeting</li> <li>● Whaea Ratau – Vaping is a problem and 8-year-old, it is illegal</li> </ul>	<ul style="list-style-type: none"> <li>- Include (Not included Public Excluded Minutes)</li> <li>- Include Caregivers to the Policy</li> </ul>
<p>Personnel</p>	<p>Jacqui, move that the policy be approved with amendments, to be made, all for no against</p>	<ul style="list-style-type: none"> <li>● Anthony, have not had time to have meeting, Heemi has been sick, and Thilo said that her and Ngaire have come up with dates for teaching and non-teaching this will be shared with the Board in due time</li> <li>● Become accredited employer for overseas employees, will be easier to apply than going through work visa.</li> <li>● Clive has shared the appointment time frames with the school, Ngaire will be contacting Clive and Peter Leggett to discuss as this is just a draft, and we want to ensure we are respectful and ensure children are not disadvantaged for NCEA</li> </ul>
<p>Finance &amp; Property</p>		

<p>Uniform</p> <p>Media</p>	<ul style="list-style-type: none"> <li>● Financial Report – Auditor report regarding last year and compliance, February report to be sent out first thing in the morning,</li> <li>● Need robust processes.</li> <li>● Dave – any comments from the Property, things are still moving very slowly, meeting with Alana on Monday 8<sup>th</sup>.</li> <li>● Master Plan – to be bought forward in July/ Bid to the ministry with the aim that the masterplan starts 2023 not 2024.</li> <li>● Matenga – how do we go about looking at contractors etc, is there a policy/process around quotes. RE: Financial Policy is where this process will b</li> <li>● Project Manager meeting tomorrow with Alana and take on the role for the ESB moving forward.</li> </ul> <p>Matt moves the finance and Maa 2<sup>nd</sup> all in favor and against no</p> <ul style="list-style-type: none"> <li>● n/a</li> <li>● Emailed the Media minutes to all board</li> <li>● Move and Dave second all For against No</li> </ul>	<p>Peter to email all Board Members with February report</p>
<p>CORRESPONDENCE</p>	<p>IN: N/a</p> <ul style="list-style-type: none"> <li>● Out: MHS Board - correspondence out. Matt to draft letter for the board to check.</li> </ul> <p>OUT: None</p> <p>Dave moved the correspondence, Jacqui second, All for and No Against</p>	<ul style="list-style-type: none"> <li>● Matt to draft letter to Melville High School</li> </ul>

OTHER BUSINESS	<ul style="list-style-type: none"> <li>● Decision regarding Co-Opt members</li> <li>● Dave to ring the Student voice (youth).</li> <li>● Finance Co - opt Krissy to reach out to Raj Singh Accountant, Keith Pennell reach.</li> <li>● Dianne Pollard Williams – ex principal Melville Primary.</li> <li>● Board Secretary – No interest due to hours, Matt discussed that Ngaire and Thilo would go back and look at the add.</li> <li>● Business Manager – Interview Panel: Delegation to the Personnel Committee,</li> <li>● Personnel Committee has the delegation to interview for the business manager position, interview recommend. Matt Moved and Thilo 2<sup>nd</sup> all for and no against</li> </ul> <p>In Committee: 7.25pm committee met, investigated and in process of formalizing responses.</p> <p>Out committee: 7.26pm</p> <p>Presiding Member: Moved by Whaea Ratu that Jackie be presiding member, and Mareta be seconded and has accepted the vote, this will be a closed vote</p> <p>Vote: 5 yes, and 3 No.</p> <p>Thankyou to Matt for everything he has done during his time, on the board.</p>	<ul style="list-style-type: none"> <li>● Krissy to reach out accountants who may wish to join the board</li> <li>● Matt – student rep</li> </ul>
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Closing of meeting 7.35pm