



Vision: Leading our Learning - Whai Akoranga.

Mission: We will empower and lead our tamariki to value their learning, identity, whānau and place.

Values: Together we are - **R**espectful, **A**daptable, **C**reative and **K**ind.

Ward School Board of Trustees Meeting Minutes

Date: Thursday 17th February 2022 6pm

Item No	Minutes	Person responsible:	Meeting due date:
1.0	Welcome		
2.0	Meeting Protocol		
2.1	Present: Carey Huria, John Hickman, Deborah Klenner (via zoom), Kieran Hickman, Simon Todhunter, Hannah Throssell and Locky Taylor. Attending: Shelley Bedingfield (Minutes)		
2.2	Apologies: None		
2.3	Alterations to the Agenda: Pacific Net Correspondence, Strategic Planning Charter Acceptance, Feedback from the pool and adding Property into the Agenda.		
2.4	Declaration of interests: No declaration of interest		
3.0	<p>Meeting Administration:</p> <p>Election of Presiding Member: Chair: John Hickman Hannah Throssell/Kieran Hickman All in favour.</p> <p>Welcome to Locky Taylor to the Board.</p> <p>NZSTA Registration Form BOT Register</p> <p>Delegation of Board roles: Finance: Simon Todhunter Health and Safety: Hannah Throssell Property: Kieran Hickman Personal: Locky Taylor Staff Trustees: Deborah Klenner</p> <p>Minutes of the previous meeting: Matters Arising: 3.2 Spelling mistake corrected 4.1 Parents Survey - John still to thank parents 4.1 Pool heating - Kieran will address later in the meeting 5.1 Funding from the Rotary - Hannah will address later in the meeting</p> <p>MOTION will be proposed by the Chair that <input type="checkbox"/> <i>BOT Minutes Wednesday 15th December 2021 were a true and accurate record.</i> John Hickman/Kieran Hickman All in favour.</p>	John	ASAP
3.1	<p>Correspondence: Inward Board Correspondence: BOT Governance manual A Guide for Boards <input type="checkbox"/> Ward School BOT Conduct Policy</p> <p>Pacific Net - 17/12/21 - Email Board questions from the last meeting and Pacific Nets Reponse MOE - 10/02/22 - Email Introducing the Transport Contract Manager</p>		

	<p>Judith Catton - 10/02/22 - Email Initial appraisal meeting for Principal Carey Huria for 2022 NZI - 11/02/22 - Email Claim for the boundary fence</p> <p><u>Outward Board Correspondence</u> Proposed TEAM letter - John will draft a letter to TEAM and share with the Board before sending.</p>	John	ASAP
3.2	<p>Matters Arising from Correspondence: Pacific Nets email was read and discussed. The Board chose to accept their proposal and allow Pacific Net to install the antenna at Ward School.</p> <p>MOTION to accept Pacific Net proposal and allow them to install an antenna for internet at Ward School. John Hickman All in favour.</p>		
4.0	<p>School Charter and Key aims: Carey presented the strategic goals to the Board and discussed this with the members extensively.</p> <p>MOTION: to accept the strategic goals and to allow Carey to implement them. John Hickman All in favour.</p>		
4.2	<p>School Docs Policy Review: Instructions for online Policy Review Policy Review Schedule 2022 Policies for review Term 1: Health and Safety Management Emergency, Disaster, and Crisis Management The above policies will be reviewed by the Board and discussed at the next meeting.</p>	All	Next Meeting
5.0	<p>Financial Reports: Ward School Management Report 2021</p> <p>MOTION: to ratify the December Financial accounts as true and accurate. Simon Todhunter/Hannah Throssell All in favour.</p>		
5.1	<p>Property Report: Kieran presented a quote for the heating of the school pool from Aquanorts for \$14,574.00 + gst including a new cover and a heating solar system. All pros and cons were discussed.</p> <p>MOTION: to move forward with the heating of the school pool and accept Aquanorts quote. Also to continue investigating the naked chemical system for the pool. John Hickman/Kieran Hickman All in favour.</p> <p>MOTION: to reallocate the funds for the Rock Pool cupboard space upgrade, already agreed to by the Board previously, to the ILE (Innovative Learning Environment) Project. Kieran Hickman/Hannah Throssell All in favour.</p>	Carey/John	ASAP
5.2	<p>Funding Applications: Hannah has been chasing the Rotary funding and the money has already gone. The Board has agreed to move forward and focus on other areas of funding.</p> <p>Playground update: Lester Murray is going to do the architectural plans for the playground upgrade pro bono. Hannah has a contact who is going to help with all the applications.</p>		
5.3	<p>SUE Reports:</p>		

	John Hickman has checked the processes and authorisations used to make payments to staff members, including the payments made to the principal and others in the school with payroll responsibilities.		
5.4	<p>2022 Budget: Simon discussed the 2022 Budget.</p> <p>MOTION: to accept the 2022 Ward School Budget as true and accurate. Simon Todhunter/John Hickman All in favour.</p>		
6.0	Monitoring		
6.1	<p>Principal' Report: BOT Principal's Report</p> <p>Carey presented her Principals Report. Special attention was drawn to the follow points: Storm Damage Rock Pool Room Upgrade Term One Working Bee dates - 10th April 2022</p> <p>MOTION: The Board accepts the Principal's Report. Carey Huria/John Hickman All in favour.</p>		
7.0	<u>Meeting Closure 8:42pm</u>		
7.1	Agenda items - for next full Board meeting		
	<p>In Committee - MOTION:</p> <p>I move that the public be excluded from the following parts of the proceedings of this meeting, namely, Personnel — The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: Ground(s) under section 48(1) for the passing of this resolution — — —</p> <p>*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: [give particulars)</p>		

Signed:



Date: 22/3/22