



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: Tuesday 25th of October 2022 5.30pm

Item No	Minutes	Person responsible:	Meeting due date:
1	Welcome		
2	Meeting Protocol		
2.1	Present: Carey Huria, John Hickman, Kieran Hickman, Hannah Throssell, Simon Todhunter, Locky Taylor and Shelley Bedingfield. Minutes: Shelley Bedingfield		
2.2	Apologies: None		
2.3	Alterations to the Agenda: None		
2.4	Declaration of interests: None		
3	<u>Meeting Administration</u>		
3.1	BOT Delegations - Delegations List Kieran Hickman nominated John Hickman as Chair, all were in favour and John was elected Chair. Finance - Simon Todhunter Moved by John Hickman All in favour Property - Kieran Hickman Moved by John Hickman All in favour Health and Safety - Hannah Throssell Moved by John Hickman All in favour Personal - Locky Taylor Moved by John Hickman All in favour Ward School Schedule of Delegations was presented and the Board would like to read it and will motion any changes via email.	John	
3.2	Minutes of the previous meeting - MOTION will be proposed by the Chair that the minutes from Tuesday 6th September was a true and accurate record. Minutes to be signed John Hickman All in favour		
3.3	Board Correspondence Piritahi MOU - Further research will be done and a motion will be made by the next meeting Staffing Notice for 2023 School House Insurance	John	
3.4	Matters Arising from Correspondence None		
4	<u>Monitoring</u>		
4.1	Principal's Report BOT Report October 2022 Carey presented her Principals Report. Special attention was drawn to the follow points: Health and Safety - Contractor checklist and agreement MOTION: The Board accepts the Principal's Report. Carey Huria/John Hickman All in favour	Carey	
4.2	Assessment Data Term 3 Assessment Data	Carey	
5	<u>Strategic Planning / Decisions</u>		

5.1	BOT BUS Survey  Bus Review 2022		
5.2	Property Report - Working Bee date 6th November 2022 <ul style="list-style-type: none"> - School library re-roof project completed - R1./2 Door installation completed - Projects going forward - septic tank issues investigated, hot water installation and switchboard upgrade Playground Update - Pump track completion		
5.3	Board Election results. Roles The Board Elections were held, the number of the valid nominations received was equal to the number of vacancies required to be filled and there was no need for an election. The Roles were nominated and confirmed in 3.1 BOT Delegations above.		
5.4	Personnel Update Current school vacancies were discussed and actions going forward. Motion by JH added 11/11: To form an appointment committee of JH, HT, ST, JH, LT and a staff rep (Deborah) with Judith catton-Oakley as an advisor. All in Favour		
5.4	School Docs Policy Review: Term 4 Policy Review- Health, Safety & Welfare Policy review Alcohol, Drugs and other harmful substances, Digital Technology and Cybersafety, School Bus Transport, School Swimming Pool The above policies were reviewed by the Board and discussed at the meeting. No changes were made and the School Bus Transport Policy will be reviewed at the next meeting. Instructions for online Policy Review		
6	Financial Reports Motion: to ratify the accounts as true and accurate. Ward School Management Report August 2022 Ward School Management Report Sept 2022 MOTION: to ratify the August and September Reports as true and accurate. Simon Todhunter/Hannah Throssell All in favour	Simon John Carey	
6.1	Funding Applications Tu Manawa - Sports Tasman Bike application		
6.2	SUE Reports 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.	John Carey	
7	Next Meeting - 23rd November 2022 Meeting Closure 8pm		
7.1	Agenda items - for next full Board meeting		
	In Committee - MOTION: 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		

	<p>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>		
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Signed:



Date: