



Vision: Leading our Learning - Whai Akoranga.

Mission: We want equity, excellence and belonging for all our students.


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

Ward School Board of Trustees Meeting Minutes

Date: Wednesday 15th June 2022, 5pm

Item No	Agenda	Person responsible	Meeting due date
1.0	Welcome:		
2.0	Meeting Protocol		
2.1	Present: John Hickman, Kieran Hickman, Simon Todhunter, Hannah Throssell, Carey Huria and Locky Taylor Minutes: Shelley Bedingfield		
2.2	Apologies: Deborah Klenner		
2.3	Alterations to the Agenda: None.		
2.4	Declaration of interests: None.		
3.0	Meeting Administration: Minutes of the previous meeting - MOTION proposed by the Chair that BOT Minutes Tuesday 11th May were a true and accurate record. John Hickman All in favour Minutes to be signed	John	
3.1	Correspondence: Inward Board Correspondence: Redwood Trust approval letter Waka Kura Update Admin Staff Pay Settlement MOE Letter PUM (Paid Union Meeting) BOT Notification Thank you letter from the RSA for attending the ANZAC Memorial. Outward Board Correspondence TEAM Funding Applications		
3.2	Matters Arising from Correspondence: None.		
4.0	School Charter and Key aims update: BOT ERO Review Tuesday 26th of July at 4.30 - 5.30pm Discussion about ERO indicators and purpose of the meeting. Please read this background material	All	
4.2	School Docs Policy Review: Instructions for online Policy Review Policy Review Schedule 2022 Policies for BOT review Term 2: Reporting and Recording Accidents and Incidents Behavior Management COVID 19 Orange Level update and Risk Assessment The above policies were reviewed by the Board and discussed at the meeting. No changes were made however the Behaviour Management Policy will be reviewed in Term 3 to incorporate the schools work with PB4L.	All	
5.0	Finance: Term Deposits - The Board has reviewed the Schools Term Deposits.	Simon/Carey	

	<p>MOTION: Proposed by the Chair that the Board will fix \$50k for 6 months at 2.5% and \$50k for 12months at 3.15%, the remaining uncommitted funds will be left for any potential short term use. John Hickman All in favour</p> <p>MOTION: to ratify the May Financial accounts as true and accurate. Simon Todhunter/Carey Huria All in favour</p>		
5.1	<p>Property Report: Watertight Committee Update - The Ministry is going to pay for the replacement of the Library roof and the remedial work to replace the ceiling. Effilient Project Issue and Repair - The repairs have been done and Carey is going to share these costs with the schools Ministry's advisor. Hedges, Native plantings, pool heating - The hedge has been trimmed and tidied up. The power cable for heating the pool is insufficient and will need to be upgraded. Kieran presented some quotes to do this.</p>	Keiran/Carey	
5.2	<p>Funding Applications: Redwood Trust funding application: \$5,000 has been approved and deposited into the school bank account. Pelorus Trust funding application: \$30,000 has been approved. MOTION: Kieran Hickman and Hannah Throssell will be applying for funding from the following organisations/foundations for the Playground Upgrade: Rata Foundation, Lotteries Commission, Marlborough lines and Working for Nature (MDC). Hannah Throssell/Locky Taylor All in favour.</p> <p>Playground update: Hannah presented updated plans for the playground upgrade and these were discussed with the Board. Everything is moving forward nicely and there will be more applications submitted for funding as mentioned in the Funding Applications above.</p>	All	
5.3	<p>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.</p>	John / Carey	
5.4	<p>Personnel Update on Roll Increase Staffing</p>	Carey/Locky	
5.5	<p>BOT Elections - September - Appointment of Returning Officer Carey will check with NZSTA to see if the Board Secretary is able to be the Returning Officer, if acceptable, then Shelley Bedingfield will be the Returning Officer.</p>		
6.0	<p>Monitoring</p>		
6.1	<p>Principal's Report: BOT Principal's Report June 2022 Carey presented her Principals Report. Special attention was drawn to the follow points: Analysis of Variance for the Ministry Ward School Uniform</p> <p>MOTION: The Board accepts the Principal's Report. Carey Huria/Hannah Throssell All in favour</p>	Carey/John	
7.0	<p>Meeting Closure: 7:30pm Next meeting Wednesday the 6th of July, 5pm at Ward School</p>		

7.1	Agenda items - for next full Board meeting Ward School Uniform - First Meeting Term 3		
	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 for the passing of this resolution are as follows: Ground(s) under section 48(1) for the passing of this resolution — — — *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] 		



Signed:

Date: 28/06/2022