

BOT Meeting on 24th March 2025 at Ward School Library

Present: Aaron Sangster (Principal), Angela Loe (Co Chair), Sam Lunn (Co Chair), Nicole Cochrane (via zoom), Ratapu Moore, Hamish Murray, Niki Macfarlane, Julia Chapman (secretary).

Angela Loe/ Sam Lunn: opened the meeting at 17:45 pm

Alterations to the agenda: None

Apologies received : None

Minutes of the meeting from February 24th were accepted as a true and accurate record.

Motioned by Angela Loe

Seconded: Sam Lunn

Meeting Administration:

A discussion was had about co-opting Niki Macfarlane onto the board as the fifth parent representative at the last BOT meeting on Feb 24th. This was discussed further.

Angela Loe motioned that Niki Macfarlane be co-opted on to the Ward School Board of Trustees

Seconded by Hamish Murray

Carried: all in Favour

Board Correspondence:

Angela Loe has emailed Lisa Dunn and she is going to come out and have a talk to the board about understanding our roles and governance of board members. It was discussed that Tuesday 8th April would work for her to come out and chat to the BOT.

Emily Nesbit emailed Angela Loe and expressed her interest in joining the BOT. It was discussed that as we have five parent representatives currently, therefore encouraged to nominate in September elections.

Angela emailed STA updating them with the new BOT members details and their portfolios. STA replied stating that the BOT are unable to do co-presiding member, therefore have to vote tonight for a presiding member and deputy.

Sam Lunn nominates Angela Loe as presiding member

All in favor

Angela Loe nominates Sam Lunn as deputy presiding member

All in Favor.

An email was received in regards to religious education in schools. A discussion was had around this, with John coming in at lunchtime to do religious instructions with the children. Aaron Sangster is going to ask to make this for a Monday and send parents a letter to opt in, if they would like their child to participate in religious education in schools.

School Docs Policy Review:

Health, safety and Welfare policy.

Safety Management System.

Health care.

Risk Management.

Discussion around these school policies and nil changes to them. Angela Loe to go review them online and sign of the review. Explanation made to new members around this process. Explained that we have a list of policies to review every term and Angela will load the policies to be reviewed at each meeting. Any parent or staff members can go through each policy review and also comment on the policy.

Health and Safety:

Angela Loe is nearly finished the first aid kit list, just needs to update and check all items in the first aid kit to check all is there, and check any expired products.

Nicole Bamford has mentioned that there seems to be more wasps around school currently. Aaron to talk to Carla (caretaker) around possibility of Bug bombs for wasps.

Sam Lunn is following up about playground bars being slightly loose, and looking at tightening them.

Financial Report:

Ratapu Moore and Aaron Sangster had discussion of Budget and staff usage and Expenditure report. Aaron Sangster has gone through all the different areas of profit and loss in the budget so that the BOT have a good understanding of financial budget areas for 2025.

Aaron is hoping the 5YA money will go towards Wave Pool room upgrade of the Autex .

Overall financial report is looking good.

Aaron Sangster motioned that the financial report be accepted.

Seconded by Sam Lunn

All in favour

Property:

Reef Class would like a new Whiteboard top jelly bean table for group instruction, Wave Pool and Reef need storage trolleys for new Numicon resources and Wave Pool needs a new Student table to accommodate all students. The current quote from Class Furniture is approx \$2700. We have a budget for \$2500 for furnishing.

Aaron Sangster moves that he can spend \$200 over budget to buy these classroom resources.

All in favour

Sam Lunn will discuss with Keiren Hickman about the tenancy agreement that needs to be sorted for the school house.

Funding Application: nothing

SUE reports:

Angela Loe 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

Principal's report:

Aaron delivered his report see attached - [W #2 BOT Report March 2025_.docx](#)

A huge success with the golf fundraiser from TEAM. Aaron expressed his gratitude again to the hard work our families do to fundraise for our school

Nicole Bamford has injured her knee, so there are relief teachers coming in to help fill the gap as needed.

The role is currently at 57. With another family moving away for 6 to 8 weeks, and then coming back to Ward School.

Nicole brought up that it might be good to build some cohesion and increase morale within the staff at school. Hamish is happy to work alongside Aaron with this as needed.

General Buisness:

Angela brought a TEAM update from their AGM and a couple of questions. A general discussion was had in regards to ensuring the communication between BOT and TEAM is clear and discuss the constitution document of TEAM. There needs to be a better understanding of the process for the school to ask for money from TEAM. Any requests for funding need to come from either Aaron or Aaron on behalf of the BOT.

A small discussion was had around new families being introduced to TEAM, but this was a discussion for TEAM to have.

TEAM wanted a little more clarification around the fuel donation for teachers. Initially it was discussed that TEAM would pay \$4000 and the BOT would pay the other half (\$4000). Now that the fuel cost is down to \$2700 per teacher, with two teachers it was discussed that the BOT could pay \$2700 and then TEAM could cover the other \$2700. It is paid to the teachers as a Unit (called RRR), and this will be explained to TEAM.

Angela Loe will send Brook (TEAM chair) an email about the situation with an update from the discussion at the BOT meeting. In this will include the discussion around the fuel cost, and how it is distributed to the teachers.

It was discussed at the TEAM AGM that the minutes from the board meetings could be uploaded to the School Loop app for parents to read. This was discussed and everyone felt that it maybe a good way to try and make the minutes more accessible. From now on Aaron will upload the minutes of BOT meetings on to the school loop app, which then automatically loads onto the school website. A discussion was had about updating this website in the near future too.

The board have also come up with some ideas on how to introduce themselves to the school community. It was thought that we could ask the year 8 students interview each board member and with that information we can make a update about the BOT, new members etc. And also put in the update the complaints process, and how and when to approach the BOT.

Meeting closed : 7:17pm

Next meeting: Monday 5th May 5:30pm
Monday 16th June 5:30pm

ACTION LIST:

ACTION:	Person Responsible	Time
Email STA with updated Presiding member and deputy	Angela	ASAP
Update reviewed policies online	Angela	ASAP
Put BOT minutes on School Loop App	Aaron	Once mins published
Email Lisa Dunn around BOT workshop	Angela	ASAP