



AGENDA

Parua Bay School : Board of Trustees Meeting

Date: Wednesday 7 December 2022, 5.00pm - 7.00pm

Venue: Staffroom, Parua Bay School

Attendees:

Bronwen Gilmour, Tony Horton, Jemma Scott-Davidson, Amanda St John, Jenna Whaikawa-Tagi, Mark Ashcroft (Principal), Lynfa Harris (Staff Representative), Lisa Currie (Minutes)

Agenda	Lead by/ Time	Notes
1. Opening Address	All 3 mins	Karakia Haruru ana te tai a Ihu waka, Marino ana te tai i roto Ko te kina, te mango, te patiki, Nga kai o nga rangatira Hui e, taiki e!
2. Opening	Chair 15 mins	
a) Present		
b) Apologies / Absent		
c) Conflicts of Interest		
d) Minutes of previous meetings		1. Minutes of the Previous Meeting Moved that the minutes of the meeting held 3rd November are a true and accurate record.
e) Matters arising from previous meetings	All BG	1. Review action list Reports submitted: a) Action List as at 3 November 2022 Matters Arising: - Lockdown resources
MATTERS FOR BOARD DECISION		
3. Monitoring Reports	Principal 20 mins	
a) Principal's Report	MA	1. Principal's Report (including EOY Assessment update) 2. Avail Pacific Project Updates - Oct & Nov 2022 3. EOTC request - Kapa Haka Noho, Term 1 2023 Reports Submitted: a) Principal's Report b) Avail Pacific Project Update - October 2022

		<p>c) Avail Pacific Project Update - November 2022</p> <p>d) EOTC Request Kapa Haka Noho</p> <p>Moved that the Principal's report be approved.</p> <p>Moved that the EOTC request for a kapa haka noho be approved.</p>
b) Treasurer's Report	JSD	<p>1. Approve payments for September & October 2022</p> <p>2. Approve draft budget 2023</p> <p>3. Review School Donation costs for 2023</p> <p>4. Solar energy feasibility study</p> <p>Reports submitted:</p> <p>a) Governance Report for September 2022</p> <p>b) Governance Report for October 2022</p> <p>c) Draft Budget, Cash Flow & Balance Sheet 2023</p> <p>d) Proposed Review of Donations (J Scott-Davidson)</p> <p>e) Proposal for feasibility study on solar energy system (J Scott-Davidson)</p> <p>Moved that the payments for September (totalling \$40,290.90) and the payments for October (totalling \$20,844.06) were confirmed as per the circulated schedule.</p> <p>Moved that the Board approves the budget deficit of \$72,994 for the 2023 year and the corresponding Balance Sheet and Cash Flow budgets.</p> <p>Moved that the Board approves the school donation be increased to xxxx for the 2023 calendar year and a debtor management process be formalised and implemented.</p> <p>Moved that the Board approves Jemma Scott-Davidson to undertake a full feasibility study on installing a solar energy system at Parua Bay School; outcomes to be reported at the February 2023 meeting.</p>
4. Strategic Planning		Chair 45 mins
a) Curriculum		Nil
b) Policy Review		<p>Policy Review</p> <p>1. Protected Disclosures Policy (DRAFT)</p> <p>2. D8 Principal Performance Management</p> <p>Reports submitted:</p> <p>a) Copy of Protected Disclosures Act 2022</p> <p>b) D15 Protected Disclosures policy (DRAFT)</p> <p>c) B8 Principal Performance Management</p> <p>Moved that the D15 Protected Disclosures policy be adopted and reviewed in three years.</p> <p>Moved that the B8 Principal Performance Management policy be approved and rolled over for another three years.</p>
c) Strategic Focus		

d) Kaupapa Maori		<ul style="list-style-type: none"> - <i>Refer to Annual Plan</i> - <i>Reducing Disparity Professional Development</i>
e) General	BG	<ul style="list-style-type: none"> a) Agree on 2023 meeting dates b) Agree on date for additional meeting early 2023 to review policies missed in 2022 c) Draft Strategic Plan - review timeline for confirming the plan; decide whether an additional meeting required in Term 1. d) C5 Review of Effective Governance - Board Self-Assessment Checklist (to be completed at the end of each year) <p>Reports submitted:</p> <ul style="list-style-type: none"> a) 2023 meeting dates b) C5.1 Board Self Assessment Checklist

ITEMS FOR BOARD INFORMATION		
a) Curriculum	MA	1. Report on Education Outside the Classroom (EOTC) Report submitted: a) EOTC report - Jeremy Hamilton
6. Administration	5 mins	
a) Correspondence in		
b) Matters arising from the correspondence		
c) correspondence out		
d) Goals for next meeting		
8. Meeting Closure	5 mins	
a) Next Board Meeting		TBC (31 January or 1 February 2023)

Evaluation of Meeting - 3 November (not done)