

CONFIRMED MINUTES

BOT MEETING #2 21 FEBRUARY 2022



At the **BOT Meeting #3 2022** on **21 Mar 2022** these minutes were **confirmed with the following changes:**

Finance -

Concern raised and discussed around levels of income versus expenditure.

Overestimating income - fundraising, YMCA fees, donations

Under estimating expenditure (reliever costs)

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|-----------------------|---|
| Name: | Silverstream School |
| Date: | Monday, 21 February 2022 |
| Time: | 6:30 pm to 8:28 pm |
| Location: | Board Room (Kowhai), Whitemans Road, Silverstream School |
| Board Members: | Anthony Tebbutt (Chair), Lorraine Taylor, Alistair Mitchell, Erin Edmonds, Jane Derbyshire, Sarah Toner |
| Attendees: | Louise Waiariki, Nicola Bonsey |
| Apologies: | Corey White, Clint Craig, Charles Barker, BTSR Audit |

1. Opening Meeting

1.1 Welcome/Apologies

The Chair welcomed everyone to the meeting.

1.2 Opening Karakia

1.3 Confirm Minutes

BOT Meeting #1 - 31 January 2022 (via Zoom) 31 Jan 2022, the minutes were confirmed as presented.

1.4 Conflicts of Interest

Nil conflict of interest was raised

1.5 Action Item List

21 Feb 22-

- Discussion on the Strategic Plan to look at COVID wellbeing section.
- Next steps for the Annual Plan to report against each area.

2. Management Reports

2.1 Principal Report and NAG's

2.1 a - Principals Report

- Data provided by teaching staff in their class descriptions unpacked
- Communication - The Board was updated in regards to the Kindo app.
- Seesaw is still the main communication to parents through.
- Look at options to provide learning via Zoom for some students.

2.1b - Units 2022

- Update and overview of the permanent and fixed units available to staff.
- The fixed units available will be advertised to all teaching staff.
- Units should be linked directly to the Strategic Plan.
- Staff professional development has commenced

2.1 c / 2.1 d - Hautū

- The Board discussed the Hautū Responsiveness Tool for the Silverstream BoT.
 - Last discussions were at the end of 2019 with the Deputy Principal
 - Hautū provides the board a self reflection and planning framework
 - Lorraine working with Kim Nikora (MAC) to unpack. Select parts of the toolbox to concentrate on.
 - Jane will assist with this.
 - Could be aligned to a fixed term unit around Māori success as Māori

2.1 e - Appraisal Document

- Outline on the updated appraisal document - Reflective Practice 2022.
- Collated over the year in a supportive way. Line Manager (Team Leader or DP or AP) involved and finish with the Principal.
- Ongoing reflective report each term rather than summative.

2.1f - Team Leaders Job Description

- Update on Team Leader Job Description.
- Work completed with the team leaders.
- JD will sit with the appraisal document.

2.2 Policy Reviews

2.2a - Silverstream School BOT Policy Framework

- The BOT manual presented for members to refresh themselves. A manual for best practice through Governance.
- Provide any feedback if required to be updated.

2.2b - Phone Policy

- No policy in School Docs.
- Update draft policy to include equivalent level entry level children's watches.
- Communication to parents on the updated policy in the newsletter

2.2c - EOTC Proposal and Approval Document

- Updated EOTC form presented to the Board.
- Green EOTC activities approval by the Principal.
- Yellow / Red activities through the Board. To be attached to the RAMS and after activity to the Board.

2.2d - Religious Education Consultation

- Update and discussion on Religious Education .
- Continue with the community survey. MOE requirement every two years to consult with the community whether it it run or not.
- Principal to monitor delivery and content of the course.
- Way forward - consult with other schools to see if they are running RE.

2.2e - Strategic Plan 2022 - 2024

- Overview of the Strategic Plan. Looking good and a lot of work put into the plan.
- AI supported to tighten up language and grammar.
- Add further into the COVID and wellbeing space:
 - All staff wellbeing, routine check ins - including informal check in's
 - Monitoring and reporting
 - Framework in place
- Look at Office Vibe as a tool for Health and Wellbeing.

2.3 Finance Report

The Board discussed the monthly report.

- Have more commentary around the numbers and what they mean.
- Sarah is happy to provide this

The 2022 budget was presented and discussed.

- Cleaning costs looked high. A further look into these costs.
- Budget is tight on current figures. Adjustments will occur in July 22 with next round of assessment from MOE. This is a cautious approach.
- Need to actively manage the 5YA projects.
- The Board discussed relievers, depreciation and CAP EX funding.
- Sarah will support to finalise the CAP EX budget with Principal.



2022 Budget

Remove the \$33k into Capital Expenditure.

Load budget into Xero.

Decision Date: 21 Feb 2022
Mover: Anthony Tebbutt
Seconder: Sarah Toner
Outcome: Approved

3. Other Business

3.1 Fundraising Team

The Fundraising Team met on Thurs 17 Feb 22.

- New chair is Jonathan Eagle.
- Request new members for the FOSS Team via the School newsletter .
- List of dates for a Board member to attend FOSS meetings to be promulgated.
- Financial support for the basketball hoops and hall floor approved.

3.2 Inwards Correspondence

Hall floor quotes - One quote received, awaiting two further quotes.

YMCA License to Occupy-

- Board to support proposal for the YMCA License to Occupy. November 2021 - November 2024
- Approved Board minutes to Dean (YMCA)



YMCA License to Occupy Nov 21 - 3 Year License

We the Silverstream School Board of Trustees agree to the YMCA License to Occupy the Silverstream School Hall for a 3 year period from November 2021 to November 2024.

Decision Date: 21 Feb 2022
Mover: Anthony Tebbutt
Outcome: Approved

3.3 Communications

- Positive communication coming form the Silverstream School community in regards to messages around COVID.
- The Board discussed the communication strategy around the first COVID positive case for the School and how this will be achieved.
 - The Principal has a model letter from another Upper Hutt School that can be templated for Silverstream School.
 - First communication is a Seesaw message sent.
 - Follow up phone calls if feasible (numbers).
 - BOT to make the call in consultation with the Principal on any school closure. Zoom meeting or e mail.

3.4 General Business

3.5 Closing Karakia

3.6 In Committee

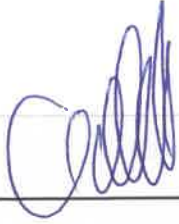
Discussion held in committee on personnel.

4. Close Meeting

4.1 Close the meeting

Next meeting: BOT Meeting #3 2022 - 21 Mar 2022, 6:30 pm
Closing Karakia and then In Committee.

Signature: _____



Date: _____

11/4/22

