

CONFIRMED MINUTES

2024 BOT MEETING #2



At the **2024 BOT Meeting #3** on **9 Apr 2024** these minutes were **confirmed as presented**.

Name:	Silverstream School
Date:	Wednesday, 28 February 2024
Time:	6:33 pm to 9:42 pm (NZDT)
Location:	Silverstream School Staff Room , 27 Whitemans Road, Silverstream
Board Members:	Alistair Mitchell, Corey White, Clint Craig, Craig Stevenson, Erin Edmonds, Richard Adams, Saurabh Dhawan
Attendees:	Louise Waiariki, Nicola Bonsey
Apologies:	Lorraine Taylor, Sarah Toner

1. Opening Meeting

1.1 Opening Karakia

1.2 Welcome/Apologies

The Presiding Member outlined his intent of how things would run at meetings. He set the scene and explained clear expectations.

- With Silverstream School staff under pressure to be a high performing team they need to be fully supported and they need to know they are fully supported by the BoT.
- The BoT will use the taxpayer money wisely, and not be too conservative when needs arise.

AM arrived at 6.37pm.

1.3 Delegations 2024

BoT Delegations were confirmed:

- Personnel - Richard Adams
- Partnerships - Clint Craig
- Communications - Saurabh Dhawan
- Property - Al Mitchell / Saurabh Dhawan
- Health and Safety - Erin Edmonds / Al Mitchell
- Finance - Sarah Toner

1.4 Confirm Minutes

2024 BOT Meeting #1 31 Jan 2024, the minutes were confirmed as presented.

There was a clarification of the LSC role and employment at Silverstream School. The LSC is employed full time by Silverstream School, with a MOU for her to assist at Mangaroa School 1.5 days a week.

The minutes were presented to the BoT:

- Moved - Clint Craig
- Seconded - Erin Edmonds

The minutes were confirmed.

There was a discussion on the Strategic Plan. This will be discussed further in the meeting.

1.5 Conflicts of Interest

EE raised a conflict of interest for further on in the meeting. - She will present to the BoT as the Science lead teacher and not the Staff Rep.

2. Management Reports

2.1 Action Item List

Due Date	Action Title	Owner
31 Jan 2024	Health Education Policy Status: Completed on 20 Feb 2024	Lorraine Taylor
28 Feb 2024	Staff Rep to Action Request for BoT Status: Completed on 28 Feb 2024	Erin Edmonds

28 Feb 24

The BoT received additional information from NZSTA in regards to the Staff Rep position. This was contrary to the information the Principal had previously been advised verbally by NZSTA. On the basis of the new information the BoT decided there was no need to review the BoT Staff Rep position and closed this action.

2.2 Principal Report and NELP's

Principals report taken as read.

The Acting Principal updated the BoT on the UH Cluster Principals Retreat

- A plan was presented to the Cluster that would see more time and funding around the LSC's.
- The Cluster is due to review and moderate the current LSC plan. (5 year review).
- Silverstream School's allocation is still lower than the needs of its children.

School Website

- It was mentioned that the website did not have any identification of the BoT Members
- Photos to be added.
- Update of the website is required. SD would look to assist as a parent.

2.3 Policy Reviews

Policy Reviews:

Te Tiriti o Waitangi

- Māori results have lifted.
- Māori have been successful against the school goals.
- MAC

Board Responsibility

- BoT happy with the policy.

2.4 Finance Report

From the Finance Rep:

- The school is still very solvent receiving the first quarterly payment from MOE in January 2024, with 45% of our funds being uncommitted.
- Main spending in January was for wages. A profit of just over \$20k was generated compared to a budgeted loss of \$11.5k.
- \$27k has been spent on capital items, \$10k on the playground and \$6.6k on the carpet tiles with a further \$7k spent on tables and chairs.

Finance discussion:

- The room 4 upgrade:
 - Budget delegated appears too low.
 - This job looks like it will be pushed to 2025.
 - The BoT committed \$50k to the project.
 - If any further money was required then the BoT needed to be approached again.

3. Other Business

3.1 Health and Safety

Risk and Management Assessment Schedule (RAMS)

- There was a discussion on how the EOTC activities are being signed off and whether the BoT were satisfied with the process.
- The current forms are still in review and will be uploaded once review has taken place.
- Issues need to be raised to Management as soon as possible if there are any concerns.
- The BoT is the authority for approving EOTC events and will have levels for sign off.
- The RAMS form must show:
 - The levels of approval.
 - Responsibility Level.
 - Activities to be signed off by the BoT.
- EE will assist with looking at the forms and change what the risk looks like. Remove any white noise and keep it simple and to the point.
- School Management with the BoT oversight.

EOTC to be added as a separate Agenda Item.

3.2 EOTC

EOTC discussion on RAMS Guidelines:

- The BoT to get a list of the upcoming activities.
- Use best practice and methodology.
- Do the BoT agree and is it fit for purpose?
- Is it the right risk assessment?
- One BoT member to sign off an activity unless there are concerns and it is taken to the entire BoT for a decision.
- Once reviewed by a member, it goes to the BoT.
- BoT to decide on the level of scrutiny.



EOTC and RAMS

- Review the current RAMS form.
- Rep delegated authority of the BoT.
- Presentation to the BoT.
 - Level of mitigation and risk
 - Process
 - Best Practice
- Need to be careful that it is not too cumbersome for the teachers.

Due Date: 22 May 2024

Owner: Corey White

3.3 Property

Quotes taken as read. There was a discussion on the two quotes presented to the BoT regarding the Room 4/Library space.

The BoT accepted the Blue Pencil quote for the works.



The BoT accepted Blue Pencil Architects quote for works for Room 1...

The BoT accepted Blue Pencil Architects quote for works for

- Room 1 to 3 roof cover
- Room 5 and 6 work
- Room 4 work

Decision Date: 28 Feb 2024

Outcome: Approved

3.4 Centenary 2024

Taken as read. No further verbal updates to the BoT.

Farrah's are the Premium sponsor of the event. They have given \$10K and a taco truck for the Saturday, with all profits going to the school.

3.5 Fundraising Team

Verbal Update:

Cactus will be working with the FoSS team for the School Centenary Community Fun Day (Gala)

The FoSS are aiming to raise \$50k from the event.

3.6 Inwards Correspondence

Library Report:

- Thank you to the Librarian for the report.
- The request for funding was referred back to the Principal.

3.7 Communications

3.8 General Business

E Pro Kit - Striving for Excellence

- A presentation was made to the BoT for funding for the E Pro kit.
 - Part of Science.
 - For Year 4-6.
 - Agreed by the Principal in Oct 23.
 - Already ordered.
- The request for funding was referred back to the Principal.

Playground Walk Around: (7.10pm to 7.35pm)

- The caretaker took the BoT through the current playground for a vision on how it was looking.
- Discussion on the cost to upgrade and replace items to maintain a level of compliance.
- Several areas of the playground will need to be replaced during the year.
- The playground is the current focus for the FoSS team.
- There needs to be an enduring solution for playground upgrades and finance.
- The caretaker to provide an action plan to the BoT with indicative costs for any upgrades.
- There is a need to prioritise modifications and repairs.



Playground Action Plan

The Caretaker to provide the BoT an action plan and costs for upgrading the playground.

Due Date: 27 Mar 2024
Owner: Corey White

3.9 In Committee


The BoT went **In-Committee** from 9.20pm to 9.42pm.

3.10 Closing Karakia

4. Close Meeting

4.1 Close the meeting

Next meeting: 2024 BOT Meeting #3 - 9 Apr 2024, 6:34 pm

Signature:  Date: 30/4/2024