

# CONFIRMED MINUTES

## BOT MEETING #3 2022



At the **BOT Meeting #4 - 2022** on **23 May 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Silverstream School
<b>Date:</b>	Monday, 21 March 2022
<b>Time:</b>	6:30 pm to 7:30 pm
<b>Location:</b>	Zoom , Meeting ID: 997 7556 9151 Password: 2AWxNw
<b>Board Members:</b>	Anthony Tebbutt (Chair), Alistair Mitchell, Charles Barker, Clint Craig, Erin Edmonds, Lorraine Taylor, Sarah Toner
<b>Attendees:</b>	BTSR Audit, Corey White, Louise Waiariki, Nicola Bonsey
<b>Apologies:</b>	Jane Derbyshire

### 1. Opening Meeting

#### 1.1 Welcome/Apologies

#### 1.2 Opening Karakia

Corey lead the karakia tonight

#### 1.3 Confirm Minutes

**BOT Meeting #2 21 February 2022 21 Feb 2022**, the 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)*

Note from previous meeting:

Finance -

- Concern was raised and discussed around levels of income versus expenditure.
  - Overestimating income - fundraising, YMCA fees, donations
  - Under estimating expenditure (reliever costs)

#### 1.4 Conflicts of Interest

Nil conflicts of interest raised.

## 1.5 Action Item List

Due Date	Action Title	Owner
1 Sep 2021	Submission to UHCC re change in Residential Zoning <b>Status:</b> On Hold	Jane Derbyshire
1 Mar 2022	Strategic Plan 2022-2024 <b>Status:</b> Completed on 19 May 2022	Lorraine Taylor



### Potential CIT Development

Lorraine to find out if there is another development in the CIT area of approx 1000 houses.

**Due Date:** 23 May 2022  
**Owner:** Lorraine Taylor

## 2. Management Reports

### 2.1 Principal Report and NAG's

#### NAG 1:

There has been a significant amount of PLD with the Staff this term:

- Reading, writing, math's and leadership.
- Tony Burkin spent a PLD day with the Leadership team.
- Staff engagement has been great in regards to PLD.
- The Leadership Team have seen a noticeable difference in staff -class observations and attitudes towards PLD, they are more confident in teaching the new learnt skills.
- Positive feedback as the tools are available to support the delivery of the skills.
- Feedback from teachers is that they feel valued.

#### NAG 5:

##### Health and Safety

- Covid response has been working well. Communications have been good with positive feedback from the community

##### Property:

##### Hall

- Progressing well and looks great.
- Discussion on the costs of the project:
  - Scope for project was completed and correct i.e engineering and requirements (signed off from UHCC).
  - On first inspection UHCC advised that the EXIT signs needed to be illuminated emergency lighting signs that is hard wired in. This comes at a significant cost of around 12k which was not originally budgeted for.
  - Flooring quote is expensive at \$75k
  - Contingency of \$8k will be used for the illuminated signs.
  - Dean Ashton from MOE advised to consider
    - Signing off project as completed.
    - Undertaking the flooring as a school project if this falls under the \$50k minimum required for an MOE project.

- BoT Cyclical maintenance money could be used for the internal painting.
- Finish what can be done as and when money becomes available.
- It will be a useable space once the internal fit out has been completed, it will just not look very attractive until all the items are completed.

#### Rooms 16-21

- Grass sown at the back of the classrooms.
- There is a lot of left over building rubbish and Internet fibre wires are still above the ground with the conduit broken in several places.
- The school has 12 months to get the issues corrected. (defects list)
- Management to put together a defects list and send this to MOE and project manager to have fixed. MOE will advise who is to fix - school or contractor.
- The project was 18 months over original completion date
- The Principal to put something in writing to express disappointment in the job completion as a draft from the BoT to the MoE
- The Principal to contact MOE will come and look at the IT and how it has been left by the builders.

The asphalt looks good.

The basketball hoops have been received and will be used on the end netball court. FOSS team agreed to pay half the cost.

The new murals look great.

## 2.2 Policy Reviews

Discussion on the policies to reviewed this meeting. No actions required to current policies.

There has been positive feedback on communications sent from the School via Seesaw.

## 2.3 Finance Report

The Board was given an overview of the Feb 22 accounts:

- There was a \$3.5k deficit in the accounts for Feb 22. The budgeted deficit was \$10k.
- The finance board member is helping with the school audited accounts and much appreciated.

There was discussion on the financial implication of wages on the budget. Reallocation of resources to assist with fiscal savings and to work smarter. Further investigation and actions will be presented to the Board at the next meeting.

The FOSS team has paid towards the hall, EPro and classroom budgets at a total of \$35,715.00.

A huge thank you to them for their support

## 3. Other Business

### 3.1 Fundraising Team

Lorraine attended the Fundraising zoom meeting.

The school has received the following donations from the FOSS team :

- Classroom budget \$2,025.
- EPro8 \$960.

- Hall \$33k.

The FOSS team has agreed to pay half of the cost of the basketball hoops of \$1969.

Lorraine advised it is a small but great team. The FOSS Chair is also going to assist with helping update the school website.

A roster to attend the FOSS meetings to be promulgated.

### 3.2 Inwards Correspondence

Interim Audit feedback given to the school by Bakertilly Auditors. A few changes to the way the school does business have already been implemented.

An update on the School Elections will be given as the information comes to hand.

YMCA license to occupy corrected and requires signature.

### 3.3 Communications

Feedback to the Board has been that the communications from the school, in particular around Covid messages has been great.

### 3.4 General Business

Delegations:

- The Board to look at the delegations list and advise of any additions / deletions.
- There was a discussion on appointment of teachers and to ensure the delegations process is followed.

Happy birthday AI.

### 3.5 Closing Karakia

Corey lead the closing Karakia.

### 3.6 In Committee

Nil In Committee this meeting.

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** BOT Meeting #4 - 2022 - 23 May 2022, 6:00 pm

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

