

# CONFIRMED MINUTES

## 2024 BOT MEETING #3



At the **2024 BoT Meeting #4** on **22 May 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Silverstream School
<b>Date:</b>	Tuesday, 9 April 2024
<b>Time:</b>	6:34 pm to 8:34 pm (NZST)
<b>Location:</b>	Silverstream School Staff Room , 27 Whitemans Road, Silverstream
<b>Board Members:</b>	Richard Adams, Alistair Mitchell, Clint Craig, Corey White, Craig Stevenson, Erin Edmonds, Saurabh Dhawan
<b>Attendees:</b>	Louise Waiariki, Nicola Bonsey
<b>Apologies:</b>	Lorraine Taylor, Sarah Toner

### 1. Opening Meeting

#### 1.1 Opening Karakia

#### 1.2 Welcome/Apologies

SD will be late - expected arrival time 7.30pm

CC arrived at 6.41pm

Taylor Stokes and Tam Wanoa attended the meeting as observers.

#### 1.3 Confirm Minutes

**2024 BOT Meeting #2 28 Feb 2024**, the minutes were confirmed as presented.

#### 1.4 Conflicts of Interest

## 2. Management Reports

### 2.1 Action Item List

Due Date	Action Title	Owner
20 Mar 2024	Charter / Annual Plan <b>Status:</b> Completed on 13 Apr 2024	Craig Stevenson
26 Apr 2024	Letter to Upper Hutt Cluster <b>Status:</b> Completed on 12 Mar 2024	Craig Stevenson

#### Playground

The Acting Principal updated the BoT on the playground.

- There were vastly different quotes received for the playground fort to be removed. The lower quote was accepted.
- The caretaker provided pictures of the playground for the priorities for repairs and maintenance.
- Old quotes were provided and will be a guideline of what is required to look at for future BoT funding.

## 2.2 Principal Report and NELP's

Taken as read by the BoT.

### Staff:

- The staff had a great farewell for Brianna.
- Barry Corboy will be replacing Brianna in Term 2 for Science.
- Erin is back in Term 3.

### Anzac Memorial:

- The Anzac area is progressing well.
- The Mosaics are currently being made.

### Misc:

- There is a Te Poumaomao course running soon. There may be some spare places for BoT members to attend.
- Olwyn did an amazing Book Week.
- The senior students attended the Upper Hutt Leadership Day. This was a great day out.
- FoSS are starting to build a team for the Centenary Community Gala Day.
  - Meetings are fortnightly.
  - Catcus event planners are assisting, with Nicol B overseeing the event.

There have been no stand downs.

## 2.3 Policy Reviews

The BoT have no comments or changes to the Policy Reviews.

The BoT have not seen the results of the last survey to the Community. Acting Principal to find the results for the BoT.

### Strategic Plan:

Further discussion around the strategic plan and its focus.

- There are four areas to as focus for the strategic plan:
  - Reading, Writing, Maths, and Te Tiriti Māori.
- Other focus areas will be part of the school curriculum i.e Science and the Arts.
- What is in the strategic annual plan is to be formally reported on.
- The BoT has science as a priority.
- TS and TW were involved with the achievement goals for Māori.

### ERO Visit:

- The Acting Principal met the new ERO team.
- ERO are going to use PEP reports to take to other schools.

Discussion:

- PEP's are a great reporting tool.
- PEP's need to be consistent and further development for teachers will be done.
- A response re Te Tiriti Māori.

## 2.4 Finance Report

Finance:

- There was a query in regards to the extra MoE funding and will this mean a reduction in the end of year result. The extra funding offsets the CA increase in pay for Support Staff. Potentially a decrease in the end of year result.
- ICT - Two additional proposals for ICT were presented for the BoT's consideration.
  - Suggestion to go back to the preferred business and confirm a couple of areas.
    - What is the support contract?, as this is not attached.
    - What do we need to do (or pay) for them to undertake the contract?
    - Query on remote support and if there is additional fees for this.
  - The change in supplier is supported. **APPROVED** in principle until the above queries are satisfied.

## 3. Other Business

### 3.1 Health and Safety

EOTC:

- Nicola will be finishing off the EOTC forms and policy.

Flu Boosters:

- Flu booster moved to Broadway Pharmacy from a school visit.
- Teachers have a voucher valid until the end of May.

### 3.2 Centenary 2024

There has been no Centenary meetings since the last BoT meeting.

The Centenary team are still planning the event.

### 3.3 Fundraising Team

As detailed in the Principals report.

### 3.4 Inwards Correspondence

Brianna's resignation was accepted by the BoT.

Acting Principal - A great teacher who will be missed. She ran a great House Day today.

Science Report:

- EE sent the BoT her science report as part of the Royal Society agreement between them and the school.

- EE gave a brief overview of what she has done so far.

### **UHPA Letter**

As discussed at Item 2.1

- The letter outlined the disappointment of the BoT decision and a request to reconsider the school position.
- A response to be sent by the Presiding Member to the UH Cluster Chair:
  - Thank you for your correspondence.
  - The BoT have considered your feedback and the schools position has not changed.

## **3.5 Communications**

Strategic Plan

- The implementation plan was due 31 March 2024.
- This was sent to the Ministry this week. There are a few adjustments that they required made.
- The Strategic Plan will be put out to the Community in Term 3. This will go out through the website and newsletter.

## **3.6 General Business**

Pool Roof Structure:

- The BoT has asked if the caretaker can look at the roof structure of the pool as part of the maintenance.

## **3.7 Property**

Property

### **Classrooms**

- New room
  - CW briefed the BoT on options for the new class.
  - Two options were presented and discussed.
  - The cost of removing a pole and adding a beam for structure will be the main cost.
  - The room should be completed in a way that allows greater flexibility for multi use rather than as a single use room i.e Science room or normal classroom.
  - SD and AM to provide feedback on the options presented.
  - The BoT request that CW go back to the Architects and quantify the difference in options in regards to the beam. SD, AM and CW to discuss this further.
- Two options for the engineers report for Fire and Evacuation was presented for Room 5/6 and the Hall.
  - Option 1 - The whole school.
  - Option 2 - Room 5/6 and new classroom
  - The Acting Principal requested to progress with the option 2 quote.
    - All agreed - **APPROVED.**

### **Reprioritise Property Works**

- The Acting Principal requested to reprioritise the BoT property list:

- Move Room 5/6 wall as priority 1.
  - New class space as priority 2.
  - Covered deck moved to priority 3.
- The BoT agreed with the reprioritising of the property work.

### 3.8 In Committee

The BoT went In Committee for 20 minutes during the meeting.

### 3.9 Closing Karakia

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** 2024 BoT Meeting #4 - 22 May 2024, 6:30 pm

## Approved decisions made between meetings



### Resolution to Pelorus Trust - Netball Uniforms

The Silverstream School Board of Trustees made a resolution to request a grant of \$1750.00 from Pelorus Trust for school netball uniforms on 22 March 2023.

**5 Supported:** Clint Craig , Corey White , Craig Stevenson , Sarah Toner , Saurabh Dhawan

**1 Opposed:**

Erin Edmonds - Kia ora koutou I may be off the mark here, but my opposition is not around the request per se, but whether it is a Board role and whether requesting this grant now, affects our ability or success in requesting grants for curriculum based outcomes later on in the year (for example Year 6 camp request). I might be wrong, but It is my understanding that the netball uniforms are for children that play netball on a Saturday (ie. outside of school and curriculum). As a Board, I believe we are not in the business of being involved in Sports/Arts codes outside of school (eg. rugby teams, basketball, dance, golf whatever), especially if being successful with this grant now, may affect the success of grants later in the year that are curriculum based and impact on our learners' outcomes (which is our business as a Board). Ngā mihi nui

**0 Abstained:**

**Decision Date:** 22 Mar 2024

**Outcome:** Approved

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

**Date:** 23-5-2024

