

# CONFIRMED MINUTES



## 2024 BOT MEETING #4

At the **BoT Meeting #5** on **19 Jun 2024** these minutes were **confirmed with the following changes:**

*Action List - EOTC additional comments around the policy, procedures and best practice for the EOTC paperwork.*

<b>Name:</b>	Silverstream School
<b>Date:</b>	Wednesday, 22 May 2024
<b>Time:</b>	6:30 pm to 8:33 pm (NZST)
<b>Location:</b>	Silverstream School Staff Room , 27 Whitemans Road, Silverstream
<b>Board Members:</b>	Alistair Mitchell, Clint Craig, Corey White, Craig Stevenson, Erin Edmonds, Richard Adams, Sarah Toner
<b>Attendees:</b>	Louise Waiariki, Nicola Bonsey
<b>Apologies:</b>	Lorraine Taylor, Saurabh Dhawan

### 1. Opening Meeting

#### 1.1 Opening Karakia

#### 1.2 Welcome/Apologies

The Presiding Member welcomed the Board members to tonight's meeting.

The Presiding Member put forward that all meetings will run for 2 hours unless mutually agreed to run over time. If extra time is needed during a meeting any items that can be deferred to the next meeting will be moved. All Board Members in attendance agreed.

#### 1.3 Confirm Minutes

**2024 BOT Meeting #3 9 Apr 2024**, the minutes were confirmed as presented.

#### 1.4 Conflicts of Interest

### 2. Management Reports

#### 2.1 Action Item List

##### Shelter in Place:

- Shelter In Place was conducted achieving the intent of the practice.
- There are a few lessons learned that have come out of the practice and the practicality of the exercise.
  - Noise and movement

- Position of the sun
- Lights left on
- Staff were given the opportunity for feedback.
- The exercise went well.
- There has been no feedback from the parents.
- BoT feedback:
  - It was great that this happened
  - The school knows the areas to improve on
  - No one can ever be perfectly prepared.
- Future exercise:
  - There will be another practice in Term 2, week 8/9 and enacted when the children are in the playground.

Thank you to Acting Deputy Principal (NB) for pulling it all together.

### **EOTC/RAMS:**

- EE gave a short overview of reviewing the 'Education Outside the Classroom (EOTC)' procedures.
  - It is important the process is undertaken thoroughly, systematically, founded on best practice and recommended guidelines.
- The BoT signed off on the EOTC Safety Management plan template in June/July 2023. It is expected that the schools EOTC policies and procedures follow this template, recognised as current best practice.
- The Health and Safety reps and school management are to meet to discuss further and present back to the BoT.
- There was a query whether the school has indemnity insurance. The policy is to be checked and the BoT advised.

## **2.2 Principal Report and NELP's**

The Principals report was taken as read.

### **School Cross Country:**

- Silverstream School once again won the Interschool cross country.

### **Personnel:**

- Term 3 will see a NE class opened.
- If there are any further enrolments there will be a decision on whether to open a further NE class or have two teachers in the newest class.
- The leadership team have completed class observations.
- The BoT are welcome to walk through the school at any time.

### **Property:**

- The Acting Principal advised that the school is now at a decision point on the new classroom.
  - Action 1: complete the work in two parts and project manage ourselves - Part 1 2024 / Part 2 - 2025.
  - Action 2: Pay IR Group to run the entire project.
- BoT discussed what the accountability was for managing the project ourselves.

- Acting Principal to get costings from IR Group for the BoT. **ACTION:** Corey White
- The drains in the playground have been done. A working bee was held. Thank you to all those involved.
- The caretaker will look at the area around the playground to ensure it is safe for the children. The steps between the back of the hall area and the courts will be removed to lessen the hazard in that area.
- One of our students parents have offered to do a new school sign for corner of Whitemans Road and Gard Street made in core steel. It will be big and heavy and will need to be affixed by an engineer.
  - The BoT discussed what the cost could be to the school for the sign to be put up.
  - The BoT voted to accept the offer of a new school sign subject to how much installation costs would be.
  - The Acting Principal to approach the parents and find out costs and for the designs. **ACTION: Corey White**
- Anzac Area:
  - What an amazing job by all. The Mosaic is incredible.
  - Driven by Mrs Hamilton and worked on in the holidays with the children and volunteers.
  - Thank you to Mrs Hamilton. The Acting Principal to arrange a suitable thank you gift for her. **ACTION: Corey White**

#### Health and Safety:

- Previously discussed in the Action List items.
- EOTC/RAMS previously discussed in the Action List Items and to meet to discuss this further and report back to the BoT.



#### Property - New Classroom Build

##### New Classroom Build:

- The Acting Principal to get costs for the completion of the new classroom from IR Group and present to the BoT at the next meeting.

**Due Date:** 19 Jun 2024

**Owner:** Corey White



#### Property - School Sign

##### Silverstream School Sign:

- The Acting Principal to advise of the BoT decision to accept the offer to make a school sign dependant on installation costs.
- Find out the cost for an engineer to put up the sign prior to the BoT approving any funding.

**Due Date:** 19 Jun 2024

**Owner:** Corey White



#### Thank You Gift

Acting Principal to arrange a suitable gift for Katherine Hamilton.

**Due Date:** 19 Jun 2024

**Owner:** Corey White

## 2.3 Policy Reviews

### Policies for review:

- The BoT agreed on the policies as they currently stand. There were no changes made to wording.

### BoT Appraisal discussion:

- Discussion of how the Principals appraisal was completed-
  - Whether the BoT completed this or was it outsourced.
    - Currently the Principals appraisal is outsourced.
  - Detail what the success criteria is for the appraisal.
    - The goals should align with the strategic plan.
  - There was discussion on the Principals appraisal being on a three year cycle.
    - Outsource for the educational and technical area
    - BoT appraisal
    - Leadership area
- For this year both the Principal and Acting Principal should be appraised and how to enact them.
  - Acting Principal to be appraised with input from the BoT and a 360 review involving staff.
  - **ACTION: Craig Stevenson / Richard Adams**

## 2.4 Finance Report

ST briefed the BoT.

- The budget is tracking well.
- Wages were higher as there were a lot of relievers in March.

## 3. Other Business

### 3.1 Health and Safety

#### ETOC/RAMS

- EE reminded the BoT of the duty of care in regards to EOTC and how important it is, citing the caving incident in Northland.
- There needs to be careful consideration to EOTC and RAMS as the consequences are high.

#### Insurance:

- The BoT would like confirmation that the school has indemnity insurance.

#### Illness:

- There are a lot of winter ailments going round at the moment.
- The school offered all staff to get the flu jab. It is unknown as yet how many staff have taken up the offer until the bill is sent.

### 3.2 Property

As discussed in the Principals Report.

Acting Principal /AM /SD to discuss property further and brief the BoT.

### 3.3 Centenary 2024

The Centenary planning is moving along slowly. Further advertising and communications are to be sent out to the wider Community.

Regular meetings are being held and will ramp up closer to the event.

### 3.4 Fundraising Team

NB updated the BoT on the FoSS events and upcoming gala.

NB requested a BoT member attend the FoSS AGM on 30th May. AM will attend as BoT Rep.

### 3.5 Inwards Correspondence

BoT Sabbatical discussion:

- A sabbatical request was submitted to the BoT from Nicola Bonsey for Term 2 in 2025.
- If successful, this is funded by the MoE.
- The BoT supported Nicola Bonsey's sabbatical application.
- **VOTE - ALL AGREED** (8 BoT Members in attendance)

### 3.6 Communications

Communications for the Community:

- Advise the Community of the increase in sickness at the present.
- Advise the Community of the lack of relievers in Principals part of the newsletter.
- Advertise the BoT vacancy in the next newsletter.

### 3.7 General Business

EE briefed the BoT about a NZSTA workshop she attended in regards to H&S.

Further online workshops are being held, in particular the session on Te Tiriti.

The BoT discussed getting NZSTA to come and brief the board on its roles and responsibilities. **ACTION: Presiding Member**

### 3.8 In Committee

The BoT went In-Committee from 8.17pm to 8.33pm.

### 3.9 Closing Karakia

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** BoT Meeting #5 - 19 Jun 2024, 6:30 pm

#### New Actions raised in this meeting

Item	Action Title	Owner
2.2	Property - New Classroom Build <b>Due Date:</b> 19 Jun 2024	Corey White
2.2	Property - School Sign <b>Due Date:</b> 19 Jun 2024	Corey White
2.2	Thank You Gift <b>Due Date:</b> 19 Jun 2024	Corey White



Craig Stevenson  
25 Jun 2024