

# CONFIRMED MINUTES

## BOT MEETING #5 - 20 JUNE 2022



At the **BOT Meeting #7 - 2022** on **28 Sep 2022** these minutes were **confirmed with the following changes:**

*Finance will be discussed further at the meeting on 28 September 2022.*

**Name:** Silverstream School  
**Date:** Monday, 20 June 2022  
**Time:** 6:33 pm to 7:50 pm (NZST)  
**Location:** Board Room (Kowhai), Whitemans Road, Silverstream School  
**Board Members:** Anthony Tebbutt (Chair), Alistair Mitchell, Clint Craig, Erin Edmonds, Lorraine Taylor, Sarah Toner  
**Attendees:** Charles Barker, Jane Derbyshire, Corey White, Louise Waiariki, Nicola Bonsey

### 1. Opening Meeting

#### 1.1 Welcome/Apologies

Lorraine attended via zoom

AI arrived at 6.46pm

#### 1.2 Opening Karakia

#### 1.3 Confirm Minutes

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

#### 1.4 Conflicts of Interest

#### 1.5 Action Item List

### 2. Management Reports

#### 2.1 Principal Report and NAG's

Principals report - discussion on the contents of the report:

- The roll is stable.
- Need maintain a roll between 440 and 500 to ensure that staff and finance is not affected.
- Minister visit went well and received good media coverage.
- Discussions / overview on PaCT for students and parents.

- Personnel advertised Room 17 job. Interviews completed. Appointed Andy Topp experienced teacher, relocating to Wellington. Starts by mid term. 4 children 2 at Silverstream / 2 intermediate. Science/ IT enviro. background
- Principal Appraisal - on track - it is good to have be challenged and think about what good leadership looks like.
- Surveys:
  - RI -
    - Discussion on the survey results for RI.
    - RI in only run in year 6.
    - No cost involved.
    - Decision around next year surveyed year 4 and 5 parents.
    - The Board decided that RI will be run during the lunch period
    - Parents to opt In to the instruction for their child(ren)
  - Staggered Finish times.
    - Parents supported current staggered finish times.
    - Positive about current timings
      - parking better / ECE timings pick up 2.30pm
      - Retaining for 6 months before swap timings
      - not as many people hanging around the school grounds
    - Decision - retain and review in 2023
- Matariki
  - The school will be running a competition with prizes.
  - A look forward to a bigger event in 2023.
- Hall Refit - the carpet will be laid in July, avoiding the school holiday period.
- Attendance - 5 children are being referred to Ngati Toa Rangitira (Ministry contracted agency) due to attendance concerns.
- Hall refit discussion on track.
- No stand downs at this time
- Attendance 5 children - 40% attendance. Referring to the new attendance service (Ngai Toa Rangitira)
- Exit interview - will be conducted for the 2 staff leaving Silverstream
- Matariki - discussion on what it means. Māori facilitator has advised of celebrating over a month, next year we will ensure this is a much wider community focussed event

## 2.2 Policy Reviews

Discussion on the School Docs Policy Reviews.

The Principal mentioned that the wording in the policies is as detailed by the MoE.

## 2.3 Finance Report

There was significant discussion on finance for May 2022.

Concerns were raised over the downward trend compared to previous years, in particular

- Furniture and Fittings

- Furniture stored in the container became mouldy due to storage container leaking
- new furniture to fit out classes to ensure that all students have a desk and chair which due to the Modern Learning approach they haven't had previously.
- new furniture for the NE classes being set up.
- Furniture for the hall - forms were over 30 years old.
- New concertina door between Rooms 8 and 9 costing approx \$6k
- No more capital items now need to be purchased.

Discussions over the way the budget was presented and understanding for the Board members-

- Discuss with the accountant on how to better present the budget to the Board so they fully understand the finance portfolio for the next meeting.
- Concerns raised by a board member that they could not clearly see the outcome of the finances for the school at year end - this will be made clearer for the next meeting.

The July re-forecast budget to be presented at the next meeting.



### **July Budget Reforecast**

Reforecast budget for presentation at the next meeting.

**Due Date:** 15 Aug 2022  
**Owner:** Louise Waiariki

## **3. Other Business**

### **3.1 Fundraising Team**

Jane attended the FoSS meeting and briefed the Board members:

- A positive team of parents
- The Chair of the Foss team is assisting with the school website.
- Lorraine's report to the FoSS team was welcomed.
- A reminder to be sent out to the next Board member attendign prior to the day.
- The next fundraiser is to be a raffle.

The next FoSS meeting is in the School Staffroom on 11 August 2022.

### **3.2 Inwards Correspondence**

### **3.3 Communications**

Principal invited to draft something on behalf of the Board inviting potential Board members to the next meeting.



### **Invitation from the Board to the Community**

Invitation for potential Board members to attend a Board meeting.

**Due Date:** 8 Jul 2022  
**Owner:** Lorraine Taylor

### **3.4 General Business**

There was general discussion on School issues:

- Positive feedback from parents on the reduction in the use of devices.
- Going 'back to basics' has been positively received by the community.
- The Principal has received some very positive emails recently on the changes.

### 3.5 Closing Karakia

### 3.6 In Committee

The Board went in Committee prior to the closing Karakia.

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** BOT Meeting # 6 - 15 August 2022 - 15 Aug 2022, 6:30 pm

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



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

3/11/22

Presiding Member  
Silverstream School  
Board of Trustees