

# CONFIRMED MINUTES

## BOT MEETING #9 - 2022



At the **2023 BOT Meeting #1** on **22 Feb 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Silverstream School
<b>Date:</b>	Wednesday, 7 December 2022
<b>Time:</b>	6:07 pm to 9:24 pm (NZDT)
<b>Location:</b>	Board Room (Kowhai), Whitemans Road, Silverstream School
<b>Board Members:</b>	Clint Craig, Anthony Tebbutt (Chair), Alistair Mitchell, Sarah Toner, Erin Edmonds, Lorraine Taylor, Tory Slee
<b>Attendees:</b>	Corey White, Louise Waiariki, Nicola Bonsey
<b>Apologies:</b>	Richard Adams

### 1. Opening Meeting

#### 1.1 Welcome/Apologies

Apology:

Richard Adams - School Camp

Arrival :

Al Mitchell arrived during welcome.

#### 1.2 Opening Karakia

#### 1.3 Confirm Minutes

##### Professional Leadership Development Funding:

Clarification that one application was submitted for PLD, however have two areas of focus.

##### Fundraising:

Use of terminology to be reworded- Back brief and plotted to will attend and report back to the BOT.

#### 1.4 Conflicts of Interest

The Presiding Member reminded the Board that the Board Pack and BOT meetings were confidential, only the confirmed meeting minutes are released to the Community.

## 1.5 Action Item List

Due Date	Action Title	Owner
10 Nov 2022	Letter - Upper Hutt Multicultural Association <b>Status:</b> Completed on 15 Nov 2022	Louise Waiariki
7 Dec 2022	Health Survey Data <b>Status:</b> Completed on 2 Dec 2022	Lorraine Taylor
7 Dec 2022	Policies <b>Status:</b> Completed on 7 Feb 2023	Lorraine Taylor
7 Dec 2022	MOE - Ceiling Tile Replacement <b>Status:</b> In Progress	Lorraine Taylor
9 Dec 2022	Property Assessment Report <b>Status:</b> In Progress	Lorraine Taylor
22 Feb 2023	MOE Finance Representative - BOT Brief <b>Status:</b> In Progress	Lorraine Taylor
22 Feb 2023	Budget 2023 <b>Status:</b> In Progress	Lorraine Taylor

## 2. Management Reports

### 2.1 Principal Report and NAG's

AL Mitchell arrived at 6.21pm

#### Covid Impact:

- There has been an uplift in Covid within the staff. This has created an imbalance of staff to children.
- It has been hard to get relievers.
- There has been great community support and understanding for the school.

#### Curriculum:

- The Principal advised she has dropped out of the Revised Curriculum Working Group for moral reasons.
  - The information from the working group will be released in February.
- Silverstream School has written clear Year based math curriculum progressions.
- Science curriculum will be available to the children in 2023.
- The Principal would like to get back into Community based activities such as a School Gala, School Production, EPro 8
- PACT Reports will be released on the last day of Term 4. This carries on through each year with the children.
  - There was discussion on how the parents raise issues from the report.
  - The reports should be no surprise to the parents. They continue on from the last Personalised Educational Programmes.
- Personalised Educational Programmes started in 2022 will continue in 2023 with the teacher adding to the current information.
- AOV report is looked at after the end of the school year and the Principal will review this in January of the following Year.

#### Annual Goals:

- The Board were presented with the 2022 Annual Goals in the Board Pack.
  - COVID - Better and Community have been good.

- Property - Better in this area.
- Cultural Responsiveness - Partially met.
- Finance - Best use of money received.

#### **Health Survey Responses:**

- 22 responses received.
- Scale: 1 - Not Important / 10 - Extremely Important.

#### **EOTC:**

- Buses were the main issues for EOTC activities.

#### **Personnel:**

- The BOT would like to acknowledge Lisa Cross - Year 6 Team Leader on her departure. The BOT thank her for all her hard work and dedication in the 13 years she has been at Silverstream School.

## **2.2 Policy Reviews**

No policies to review at this meeting.

## **2.3 Finance Report**

#### **Budget:**

- The outcome of 2022 will see the School is a positive financial position rather than the forecasted non-cash deficit.
- 1 January 2023 is the next round of funding to be received by the school.
- Extra Funding in 2023 is not guaranteed.
- 2023 budget current forecast is a non-cash deficit at year end.

#### **Cyclical Maintenance Plan:**

- The formula involved for the 10YR Property Plan comes directly from the MOE.
- The Property member to be part of the cyclical maintenance and is planned for presentation at the next meeting.

#### **2023 School Donations:**

There was discussion by the Board of how much to request for the 2023 school donations:

- The school donations had not been raised for a significant period of time, although reviewed annually.
- Should donations to remain the same or raised?
- If increased, what is the amount per child and how to charge per family?
- Discussion on a staggered amount per child.
- Capping of amount per family.
- Discussion on what other schools were charging.

It was proposed by the BOT that the 2023 school donations be set as follows:

- First and only child \$220
- Second and subsequent child(ren) \$200
- Capped at \$420 per family

Vote For - 6

3 Board members thought that the increase should be more.

Lorraine to draft a letter to the families to be included in the newsletter.

School Camp:

- Pelorus Trust Grant for the Year 6 School Camp came through at the beginning of December. This made a significant decrease in the amount parents had to pay.
- Parents who had already paid the camp donation were refunded, those that did not want a credit or refund advised that this could be put towards another student.
- There were some generous families who paid for other children to go to school camp.
- One generous family donated their credit for the Staff function.



### **2023 School Donations Communication to Parents**

The Principal to draft a letter to Silverstream School Families for the 2023 school donations increase.

**Due Date:** 2 Feb 2023  
**Owner:** Lorraine Taylor

## **3. Other Business**

### **3.1 Fundraising Team**

The FOSS team were acknowledged by the BOT for the passionate and great work that they have done over the 2022 year.

The Board would like to thank Suse Byrne and Amy who are leaving the FOSS Team after several years of service to the team.

There was discussion on a School Gala.

Information on the FOSS Team and how to promote FOSS will be included in the enrolment pack.

### **3.2 Inwards Correspondence**

**Playground Quotes:**

- Discussion on the playground quotes presented:
  - Very expensive.
  - Would require FOSS support to raise funds.

**Grants:**

- Thank you to Louise for the Pelorus Grant application.

**Reading Recovery Report:**

- Funded 0.3 position
- The BOT would like to thank Adrienne for all her hard work with the Reading Recovery programme.

**Resignations:**

- The BOT acknowledge the resignations of Lisa Cross and Ashley Chesterfield.

**FOSS Meetings:**

- Louise to continue to send out reminders to the BOT for the upcoming FOSS meetings.

### 3.3 Communications

#### School Donations Letter:

- The Principal to write a letter to the School Community for the 2023 School Donations.

### 3.4 General Business

#### End of Year:

- The BOT staff member asked how the Board were going to acknowledge the staff this year such as:
  - Christmas card or gift.
  - Event for the staff with a staff contribution.
  - Staff morning tea.
- It has been a tough year for the staff. It would be nice to get together to celebrate the year and be acknowledged by the BOT.
- The BOT was asked to contribute for nibbles and non-alcoholic drinks to the amount of \$1000.
- Date set of 15 December 2022 at 3.30pm in the Staffroom.
- The BOT members are invited to attend and for a Board member to say a few words to staff.

#### Other Discussions:

- There is a parent helpers morning tea to say thank you for supporting the school during the year.
- The BOT staff rep mentioned that BOT need to be aware of happenings in the Community as these will impact on Silverstream School.
- Have a BOT photo board for 2023.

### 3.5 Closing Karakia

### 3.6 In Committee

#### In-Committee Meeting:

Opened at 8.40pm

Closed at 9.24pm

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

#### Approved decisions made between meetings



#### **Silverstream School BOT Resolution - Pelorus Trust Year 6 School Camp Grant Application**

Move that the Silverstream School Board of Trustees apply to Pelorus Trust for a grant of \$10,186.96 for the 2022 Year 6 school camp adventure activities

**8 Supported:** Alistair Mitchell , Anthony Tebbutt , Clint Craig , Erin Edmonds , Lorraine Taylor , Richard Adams , Sarah Toner , Tory Slee

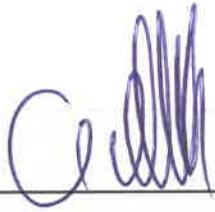
**0 Opposed:**

**0 Abstained:**

**Decision Date:** 16 Nov 2022

**Outcome:** Approved

**Signature:**



**Date:**

1/3/23

Presiding Member  
Silverstream School  
Board of Trustees