

CONFIRMED MINUTES

BOT MEETING #7 - 2022



At the **BOT Meeting #8 - 9 Nov 2022** on **9 Nov 2022** these minutes were **confirmed as presented**.

Name: Silverstream School
Date: Wednesday, 28 September 2022
Time: 6:34 pm to 9:03 pm (NZDT)
Location: SilverstreamSchool, 1 Whitemans Road, Silverstream, Upper Hutt
Board Members: Richard Adams, Clint Craig, Erin Edmonds, Alistair Mitchell, Tory Slee, Sarah Toner, Anthony Tebbutt (Chair), Lorraine Taylor
Attendees: Louise Waiariki, Nicola Bonsey, Corey White

1. Opening Meeting

1.1 Welcome/Apologies

The Principal welcomed the newly elected BOT to their first meeting of their 3 year term of office. Corey apologised as he had a another meeting. He arrived at 7.29pm and left again at 9pm.

1.2 Opening Karakia

1.3 Vote In New Presiding Member

Voting was conducted for a new Presiding Member.

Nomination: Anthony Tebbutt

Nominated: Sarah Toner

Second: Clint Craig

Voted: Votes 7, carried. Elected Presiding Member is Anthony Tebbutt until Jan 23.

Anthony to preside over the remainder of the meeting.

Introductions of the new Board were made. Further allocation of portfolios were completed.

Portfolios as follows:

- Finance - Sarah Toner
- Property - Al Mitchell
- Health and Safety - Tory Slee
- HR / Personnel - Richard Adams
- Communications - Erin Edmonds
- Community Partnerships - Clint Craig

Attendance at the FOSS meetings for the remainder of the year were discussed.

- Erin - 3 Nov 22
- Anthony - 1 Dec 22

A new FOSS attendance list will be promulgated for the new year by the last BOT meeting.

1.4 Confirm Minutes

BOT Meeting # 6 - 15 August 2022 15 Aug 2022, the minutes were confirmed with the following changes:

Further discussion on finance will be made at the meeting on 28 September 2022

BOT Meeting #5 - 20 June 2022 20 Jun 2022, the minutes were confirmed with the following changes:

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

The minutes of the 20 June 2022 and 15 August 2022 meetings were confirmed.

Further discussion of the finance queries will be discussed during this finance part of the agenda.

1.5 Conflicts of Interest

Sarah Toner advised that her husband works for MOE but did not have any link to her role as part of the BOT for Silverstream School.

1.6 Action Item List

Due Date	Action Title	Owner
1 Sep 2021	Submission to UHCC re change in Residential Zoning Status: Completed on 3 Nov 2022	Jane Derbyshire
9 Nov 2022	MOE Finance Representative - BOT Brief Status: In Progress	Lorraine Taylor

The Principal to arrange a MOE finance person to attend a Board meeting and brief the Board at a later date.

Date TBC once arranged with MOE.

2. Management Reports

2.1 Principal Report and NAG's

The Principal gave an overview of the report presented:

- The School roll at the end of 2022 will be around 525.
- Tomorrow's schools had Silverstream as a Decile 10 school.
- Brief on the Equity Index and the funding that is associated with this.
- The increase in inflation will have an impact on the finances of the School. A member asked if there is the ability to negotiate with suppliers for the best price. The School is able to negotiate and select any suppliers it chooses and/ or be part of the AOG contracts as well.
- This was the first year of the Schools Strategic Goals.
 - Erin was doing a great job with the Sharp Reading.

- The Principal talked through the Strategic Plan with the BOT so new members could gain insight.
 - The Parents survey went well and produced some good returns.
 - There was an equity gap in literacy.
 - 2023 will see the school deliver NZ Histories.
 - Concentration on reading, writing and maths.
 - Build on science for year 3 and above through the Mataranga Maori Science Programme. Link with engaging through a Maori lens.
- Discussion on the 2023 school organisation, in particular around some composite classes.
 - Student numbers and staff ration is a main factor for composite classes.
 - There will be 3 teams in 2023. One less team leader.
- The format of ERO is now over a 1 year period rather than one visit/meeting.
 - The Board Assurance checklist needs to be completed prior to 3 Nov 22. This is the first step for ERO.
- The parent curriculum survey conducted will now be unpacked and the leadership team will take a look at what the children need.
- There was discussion on the Upper Hutt Schools' Cluster and where Silverstream School is heading for the children. Feedback for the BOT was that it was great to see Silverstream School talking with other schools'.
- There was discussion by the BOT of their role:
 - Keep Governance separate from Management.
 - Ensure there is a clear distinction on Governance and Management items.
 - Discussion of BOT actions.
 - Attend workshops to ensure there is a common point of reference for the Board members.
 - Board to self evaluate and provide feedback of meeting conduct.
 - Respect the Boards decision even if a member disagrees individually.
- Louise to send out the new Board pack to all Board members.

2.2 Policy Reviews

The minutes from MOE for the new COVID 19 policy was presented to the BOT.

The Principal advised that Silverstream School has done well with COVID and the Community have been brilliant with supporting the school throughout.

The Principal requested the thoughts of the BOT in regards to the current staggered finish timings.

- Easier traffic wise.
- A lot of connections missed with the staggered timings.
- Shorter teaching time in the afternoon.
- Retain staggered finish times until the end of 2022.
- 2023 will return to the 3pm finish time.

The Principal briefed the BOT about what the National Education and Learning Practices (NELPs) was.

The policies presented were agreed to by the BOT with no changes.

2.3 Finance Report

The Finance Board rep presented the finance update.

- The finance sheets presented were a snapshot on a single date.
- Future presentations will have a financial brief in laymen's terms for the BOT better understanding.

An MOE finance rep to attend the meeting will assist with better understanding.

The BOT discussed the finances further. There are queries from the previous minutes that have not been answered. A member requested that these be answered. Lorraine, Sarah to provide commentary on the queries.

There was a discussion on the Year 6 Camp costs and the current deficit to previous years. It is harder to get the full amount of Grants as in previous years.

3. Other Business

3.1 Fundraising Team

3.2 Inwards Correspondence

The Principal briefed the BOT in regards to the Treaty Claim. Due end of 2024. There is no impact on the school operations, mainly MOE lease back of the land.

The BOT discussed the School Elections and would like to know more information:

- CES to provide breakdown of % of voters.
- BOT Elections - lessons learnt.
- Previous return numbers.

Provide feedback to CSE in regards to the following:

- Voters with only one e mail address only receiving one voting paper.
- Some voters did not receive voting papers and at least one having to be re-sent on request.
- Some voters did not receive the e mail requesting nominations, but got the voting e mail.
- How can the elections be made more personable?

3.3 Communications

3.4 General Business

BOT Elections Discussion:

- The number of Parent Reps for the Board
- All places do not need to be filled through the election.
- Discussion on the ability to co-op someone with specific skills onto the Board. This gives the BOT flexibility.

There was discussion on the day of the week for the BOT meeting.

- Currently they are weeks 4 and week 8 of the school term.

- Move to a Wednesday rather than a Monday. More time for the Board pack to be read and queries asked / answered prior to the meeting. All agreed. Next meeting 9 Nov 22.

3.5 Closing Karakia

3.6 In Committee

4. Close Meeting

4.1 Close the meeting

Next meeting: BOT Meeting #8 - 9 Nov 2022 - 9 Nov 2022, 6:07 pm

Approved decisions made between meetings



Silverstream School BoT Resolution - Pelorus Trust Lighting Grant Application

Move that the Silverstream School of Trustees apply for a grant of \$18,475.01 to Pelorus Trust for the Silverstream School Hall Lighting.

5 Supported: Anthony Tebbutt , Clint Craig , Erin Edmonds , Jane Derbyshire , Lorraine Taylor

0 Opposed:

0 Abstained:

Decision Date: 18 Aug 2022

Outcome: Approved



New Flying Minute

Move that the Silverstream School Board of Trustees apply for a grant of \$14,000.00 to the Lions Foundation for the Year 6 school camp at Makahika Outdoor Pursuit Centre.

6 Supported: Alistair Mitchell , Anthony Tebbutt , Clint Craig , Erin Edmonds , Jane Derbyshire , Lorraine Taylor

0 Opposed:

0 Abstained:

Decision Date: 1 Sep 2022

Outcome: Approved



Silverstream School BOT Resolution - Hutt Mana Charitable Trust Grant Application Camp Bus

Move that the Silverstream Board of Trustees apply to the Hutt Mana Charitable Trust for a grant of \$2265 for the Year 6 school camp bus cost.

7 Supported: Alistair Mitchell , Anthony Tebbutt , Charles Barker , Clint Craig , Erin Edmonds , Jane Derbyshire , Lorraine Taylor


0 Opposed:

0 Abstained:

Decision Date: 9 Sep 2022

Outcome: Approved

Signature: _____



Date: _____

7/12/22

Presiding Member
Silverstream School
Board of Trustees