



**Ako ki te Haere – Haere ki te Ako
Learn to Journey – Journey to Learn**

Mission Statement

"To actively prepare each child to take responsibility for their own life-long learning, values and behaviour, in partnership with the home and community."

**Silverdale School Board/Poari
MINUTES**

For meeting held on Monday 28th February 2022 7.00 pm

1. Administration Matters

1.1. Karakia

1.2. Welcome - Alison Gilchrist, Cameron Lockie, Steve McCleery, Hayley Thow, Mark Ralston, Laura Webster, Lynn Scott
Minute taker: Megan Caterall

1.3. Apologies – Nicola Kayes, Kat Porter

1.4. Confirmation of minutes of 13 December 2021 meeting/Matters Arising

2. General Business

a. SchoolDocs Policy review

- o Harassment - Nil comments
- o Improving Educational Outcomes for Māori - Nil comments

b. Principal Attestation forms – Personnel, Health & Safety and Financial attestation forms have been reviewed and signed by Cameron.

c. Charter 2022 - Circulated by email by Cameron on 09/12/2021

- Team goals are still being developed so the current detail is a placeholder while that is being developed.
- The Charter will become a three year document rather than an annual document so this has been formative to how Cameron has approached the structure of the document.

d. Updated Silverdale School Overview 2022 with dates for 2022 Board meetings and correct policy reviews (revised draft in the Board folder). **This was reviewed and unanimously approved.**

e. SchoolDocs 2022 Review Schedule - The changes to policy review schedule was reviewed and noted.

f. Approve staff development programme for 2022 - A key focus will be on encouraging staff to get back into professional development and inspiring staff to continue to engage in new thinking and projects. **Alison will circulate the scholarships letter to staff in case they wish to take up the opportunity to apply for funding.**

g. Dates to remember – Nil

Alison moved to accept General Business. Accepted by Steve McCleery. Seconded by Hayley Thow. Passed unanimously.

4. Finance Report

a. November Financials in Board folder

- Alison queried the large bank charges with Anne Reid. This is due to a penalty from the IRD.
- 63375 - Room 18 spent \$271.00 - do they know the budget? AR: Yes they coded PBL to their class in error.
- 63386 - Room 36 spent \$434.00 - need to have a chat? AR: Yes they coded PBL to their class in error.

Alison moved to approve the November financials. Accepted by Hayley Thow. Seconded by Steve McCleery. Passed unanimously.

b. Draft Budget 2022 - please see the email Cameron sent on 9.12.2021

Alison raised the following questions to which Anne Reid responded as follows:

- 41090 - Interest Cheque Account - Budget \$2,000.00, Actual \$744.96 - do we need to put this down? AR: Yes we can do. Hopefully we will get more next year as the interest rises.
- 41092 - Interest Investments - Budget \$25,000.00, Actual \$6,300.00 - do we need to put this down? AR: Yes we can. Hopefully we will get more next year as the interest rises.
- 64510 - ACC - Budget \$1,800.00, Actual \$2,850.00 - do we need to increase this? AR: Yes - sorry it should read \$2,800.
- 63600 - Library Repairs/Consumables - Budget \$1,000.00, Actual \$1,214.00 - do we need to increase this? AR: No - next year we will not need as much consumables.
- 64855 - Grounds Mowing & Maintenance - Budget \$1,000.00, Actual \$2189.89 - do we need to increase this? AR: No - the overspend was due to the gate having to be fixed.

Anne is waiting on a couple of quotes so the final budget will be presented at the February meeting for final review and approval.

c. PTA update

- PTA have confirmed that they will donate \$60,000 to the school which is an extraordinary effort given many fundraising activities have been difficult to progress in our Covid context.
- It is hoped that the first event of 2022 will be the Fun, Food and Fiesta. Hopefully we will be in Orange (on the Covid Protection Framework) and so we will likely use the Vaccine Pass and set up entry points.

5. Health and Safety – please see Principals report

6. Property Report – please see Principals Report

- a.** Remedial work on the staff room is due to progress.

Alison moved to accept the December Minutes. Accepted by Steven McCleery. Seconded by Hayley Thow.

1.5 Correspondence - Inwards/Outwards

No comments

Hayley Thow accepted, seconded by Megan Catterall

1.6 Declaration of Conflict of Interests – Nil

2. Principal Report

Monday 14th (Week 6) Canopy starting

Upgrade of the administration block has started, nothing much happened last week, started redoing the deck and they are going to replace the ranch slider, waiting for planner to get back to them, some delay in materials and labour. Not affecting things at the moment, will look to have work done by the 2nd lot of holidays. Nothing will be repaired, will all be replaced.

Talking with Amanda, plans are still in council, hopefully starting at the end of March.

Alison to sign plans and send back to Cameron. Site is all set to go with scaffolding up and ready.

School Doc reviews - It's a lot of policies to review. A lot of schools have commented on the amount that does not need to be reviewed. Emergency folder has a number of policies that are frequently audited, will watch this space.

Allison moved to approve the Principals report. Accepted by Steven McCleery. Seconded by Mark Ralston. Passed unanimously.

3. General Business

a. Board roles

We don't have to nominate members as it is an election year

Board Chair: Alison Gilchrist

Deputy Chairperson: Steve McCleery

Finance: Hayley Thow

Personnel: Chairperson

Communication, Minutes Secretary: Nicola Kayes

Property, Health and Safety: Chairperson, Deputy Chairperson and Principal

Staff Trustee: Mark Ralston

Principal: Cameron Lockie

PTA Representative: Cameron Lockie with other Board members attending as available

Privacy Officer: Principal

Cheque Signatories: Principal, Chairperson, Executive Officer and Finance person

Personal and Complaints Committee: Principal, (Chairperson and another)

Appointments Committee: Principal and (Chairperson)

Budget Review: Principal, Chairperson

- b. **Board Code of Conduct 2022** – All Board members must agree to follow and abide by this Code of conduct. Please sign and place in Silverdale School Board 2022 Folder
- c. **Schedule of Delegation for Principal 2022** – please see the Schedule of Delegation 2022 in the Board folder on google docs. **Reviewed, approved, and Cameron to sign.**
- d. **Staff Performance Reviews for 2022:** Alison moved to pass a resolution for the Principal or Senior Leadership Team to undertake staff performance reviews in 2022. **Passed unanimously.**
- e. **Draft Charter for 2022.**
Professional learning groups will develop goals, then share with Cameron to go in the Charter. Does not have to be completed by 1 March 2022.
- f. **Camp 2022:** Camp documents circulated by Cameron the board accepted all the information **unanimously.**
- g. **Board Policy – Review – School Docs** – It seems School Docs are having Boards review more procedures after their review. Cameron told us that the Principals had spoken to School Docs in regards to this.
Health and Safety Management
Emergency, Disaster, and Crisis Management
- h. **Physical Restraint Forms:** Cameron confirmed that all teacher Aides have signed these.

- i. **Reading, Writing and Maths reports 2021** including Māori Student Achievement levels. **No reports due to COVID**
- j. **Kahui Ako:** Cameron provided an update on the Kahui Ako. The following points were noted:
- Cameron met with cross schools, going to maintain Hui's via zoom. Trying to work out a path to achieve by the end of the year. Achievement challenge was supposed to be refreshed and approved by the ministry, but they haven't yet, so are still carrying on.
- k. **The Resilience Project:** Check in on how everyone is going, particularly in the context of Covid.
- Just waiting on the Kelly Club stickers
- l. **Board Hours:** The Board Hours for 2022 is on google docs in the Board 2022 folder. Please keep it updated as it is a requirement from the MOE.
- m. **NZSTA Conference 2022:** Has been rescheduled to take place in Christchurch on 07 – 09 October. Given the Board elections will take place in September, the new Board will be attending the conference rather than our current Board. Suggested that a current board member attends the conference with the new board - NZTA needs to approve this or Co-op an existing member onto the new Board.
- n. **NZSTA AGM:** This will now take place later in the year due to the conference being held in October.
- o. **Strategic Discussion for our next meeting:** Key priorities note for discussion included:
- Teachers ideas, planning and team goals for Charter
- p. **Staff Morning Tea for Term 1, 2022:** Unanimously agreed to get a Millies voucher for a drink - Cameron to organise this with Millies.
- q. **150th Anniversary Celebration:** Possible dates for this celebration were discussed. It was proposed that:
- We need to table this for now, and pick it back up when COVID-19 restrictions ease.

Alison moved to accept General Business. Accepted by Megan Catterall. Seconded by Hayley Thow. Passed unanimously as our year starts with the February financials)

4. Financial Report

- a. December Financials (there are no January financials)

Alison moved to approve the December financials. Accepted by Mark Ralston. Seconded by Hayley Thow. Passed unanimously.

- b. Budget 2022 - Pasifika achievement levels grant given \$17000

Alison moved to approve the Budget 2022. Accepted by Hayley Thow.
Seconded by Steven McCleery. Passed unanimously.

- c. Draft Annual Report – changes required to the wording in the draft report:
 - o Page 1 - Update the date of Term Expired / Expires to September 2022
 - o Page 3 - Change Board of Trustees to Board
 - o Page 3 - Change Chairperson to Presiding Member

d. Statement of Responsibility: **It was unanimously agreed to give the Presiding Member and the Principal permission to sign the Statement of Responsibility when the auditors ask.**

5. Property

- a. **Stage 5 New classrooms** – as above in Principals Report
- b. **Administration block** - as above in Principals Report

6. In Committee

In Committee at 8:01pm Alison Gilchrist moved that the public be excluded pursuant to the section 8 of the local Government Official information and meetings Act 1987. Alison moved that the board come out of committee at 8:13pm.

Meeting Closure: 8:13pm

These minutes are a true and correct record.

Signed Alison Gilchrist Date 4.4.2022

Next meeting - Monday 4th April 2022

All reports are taken as read, specific questions to be directed to the person responsible for the report before the meeting. If required, further discussion takes place at the meeting.