

Murrays Bay Primary School Board of Trustees - Meeting Minutes

Date: 21 February 2024

Time: 7.00pm

Location: Staffroom

1. Welcome and apologies

Present: Hayden Iles, Jodi Field, Brett Ingold, David Kay, Aimee Fannin, Sheree Lacy-Goehring

Apologies:

In-Attendance: Paul Hoffman, Alice Andel

1.1 Appoint Chairperson

David Kay appointed as chairperson

1.2 Principal's delegated authority and Board Chair delegated authority

David Kay moved that "the BOT of Murrays Bay Primary School pass a motion to delegate the following

areas to the Principal: suspension and stand down of students, financial expenditure within budget

limitations, employment of staff - teachers and support, allocation of salary units, suspension of staff,

managing banked staffing provisions, staff appraisals, initial investigations relating to a complaint

against a staff member, and that in the absence of the Principal, the Deputy Principal or the Assistant

Principal, are delegated to take these authorities."

Seconded: Jodi Field

Carried: Yes

DK / JF

1.3 Board code of conduct policy

BoT code of conduct explained. Each board member will sign their copy and return it to Iise Hindle.

Motion that all Board of Trustees members require a police vet.

1.4 Members list and Conflict of interest register

Updated. No further conflicts of interest recorded.

1.5 Action points to follow-up

Action point register updated.

2. Late Business

- In-committee item

3. Minutes from the previous meeting

Approved: DK / AF

4. NAGs 1-6 (General Business)

4.1 NAG 1 Curriculum

Curriculum report taken as read. We have had a very positive start to the year and our new staff and students are settling in well.

Year 5 camp was a success. We will look into other options for next year due to our increasing numbers and the service received this year.

~~**Note for future camps: require parent helpers to sign a code of conduct which includes acknowledgement that no alcohol is allowed on camp.**~~

Hayden Iles has reported that we are complying with the Ministry of Education mandate of teaching an hour of reading, writing and mathematics daily.

4.2 NAG 2 Strategic Planning

4.2.1 School Docs Self Review Schedule for 2024

Schedule distributed to BoT.

4.2.2 Professional Development Plan

Taken as read.

4.3 NAG 3 Personnel

Taken as read. Discussion held regarding how new staff are settling in.

4.3.1 Confirm all staffing and Staff Induction programme

Taken as read.

4.4 NAG 4 Finance

4.4.1 Finance Report

Taken as read. Discussion held around the term investment roll-overs and whether these have taken place. Mary always checks with Ilse regarding roll-overs and re-investment, prior to the monies being re invested.

4.4.2 Financial Delegations

Taken as read.

Approved: **DK / BI**

4.4.3 Final Budget 2024

A finance meeting was held last week to discuss the draft budget. This budget has now been updated with additional asset purchases included. Agreement to run a deficit budget this year due to having sufficient working capital. The understanding is that running a deficit will be a one-off and not to be run year after year.

2024 budget approved: **SL / DK**

4.4.4 School Annual Accrual Report

The 2023 SUE Accrual Report was tabled at the meeting.

David Kay moved that "the SUE Accrual Report be signed off."

Seconded: Jodi Field

Carried: Yes

4.4.5 Payroll - Teacher Salaries

David Kay moved that "for 2024 all relievers be coded "TS" (Teacher Salaries). Any

consequential overuse will be charged to the cheapest salary (but not a Beginning teacher receiving

the BT Allowance) and funded from the 2024 reliever budget/s and/or managed during PP23-26 of the

2024 school year."

Seconded: Jodi Field

Carried: Yes

4.5 NAG 4 Property

- Taken as read.
- A huge thank you to Martin Poulton and Peter Nobbs for the work they did over the summer holidays for our school.
- Discussion held around the naming of the new block.
- Quote for tree removal has been accepted: **DK / BI**
- A property sub-committee meeting was held today, 21 February 2024, with new priorities established.

4.6 NAG 5 Health, Safety and Wellbeing

- Taken as read.

4.7 NAG 6 Legislative Requirements

4.7.1 Length of School Day / Term dates

Taken as read.

4.7.2 Board Assurance:

School Planning and Reporting

The 2024 Strategic Plan has already been approved and will be submitted by the first of March. All other plans will be submitted by the deadlines.

Learning Support

Students with learning support needs are placed on a Learning Support Register. Our teachers have a sound understanding of their students' needs and robust systems are in place to support these students.

4.7.3 Policies for Review

A reminder to review the following policies:

Te Tiriti o Waitangi

Board Responsibility

4.7.4 **Student Numbers**

- Taken as read. We have an overall increase in student numbers across the school, with the exception of Year 1.

4.7.5 **PTA Report**

- Taken as read.

5. **Correspondence Inwards**

- Leave request: Grace Haley-George: approved
- Leave request: Narelle Hoggard: approved

Correspondence Outwards

Evaluation

In compliance with the Government Official Information and Meetings Act 1987, Section 48, Schedule 2A, that the public be excluded from the meeting while we discuss personnel issues

Meeting closed at 8:35pm

Signed: _____
Chairperson

20/3/24

Date