

MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 28 MAY 2024 AT 6.30 PM

Meeting Opened at 6.35 pm

1. Present & Welcome

Karen Care, Rodney De Vorms, Thomas Scheres, Jonathan Cole, Shiree Jamieson and Michael Petersen, Andrea Crawford and Shona Cassels (in attendance).

C1.1 Public attending board meetings procedure information was distributed to those in attendance.

2. Confirming Agenda

9.12 Amended

9.19 Casual vacancy for parent representative by selection

3. Declaration of Interest

Nil

4. Apologies

Vanessa Macneil

5. Minutes of Previous Meeting

The minutes of the previous meeting were accepted.

Jonathan Cole/Rodney De Vorms

6. Matters Arising

6.1 It was moved to accept: the electronic vote for the bike track, the resignation and early release of Ida Cloete, the resignation of Kirsty Hand and decline of early release of Kirsty Hand due to the avoidance of a staff shortage.

Jonathan Cole/Rodney De Vorms

6.2 Thomas Scheres signed the Board of Trustees Roles, Responsibilities and Conduct. Jon will contact NZSTA to confirm if we still need to sign paper copies of this.

6.3 The updated Curriculum Delivery Policy was distributed to all Board members.

7. Correspondence

7.1 As distributed.

8. Receiving of Reports

8.1 The April 2024 financial report was presented for discussion. It was moved that these reports be accepted.

Rodney De Vorms/Thomas Scheres

8.2 Karen presented her report for discussion. It was moved that Karen's report be accepted.

Karen Care/Jonathan Cole

It was moved that Karen obtain quotes for either a bench seat or a fence to be erected around our old Copper Beech tree to protect the route damage that is currently happening.

Jonathan Cole/Rodney De Vorms

Discussion was had regarding the implementation of a regular staff survey policy.

8.3 The SENCo Report was presented for discussion.

8.4 The Literacy Report has been deferred until the next meeting.

8.5 The Annual Report requires approval to be sent to the MoE. This cannot be done until the report is returned from the auditor due to big delays from the audit company.

9. Notified Business

Strategic review

9.1 Discussion was had around Karen's Term 2 pamphlet. She has had great feedback from many schools regarding it.

9.2 The Strategic Aim 2 – School Culture was presented for discussion.

Regular Review

9.3 The NZSTA HR Review was presented for discussion. Karen will continue to work on this.

9.4 As per Principal's report.

9.5 2025-2028 Strategic Plan was discussed. The Board like to see surveys implemented more often and across the different schooling areas. We need to promote these more to get better responses.

9.6 The Relationship between the Board and the Principal Policy was reviewed and accepted on confirmation that this is the recommended NZSTA version.

Rodney De Vorms/Karen Care

9.7 The Relationship between the Presiding Member and the Principal Policy was reviewed and accepted.

Jonathan Cole/Rodney De Vorms

9.8 The Computer and other digital devices acceptable use policy was reviewed and accepted.

9.9 Maori and Pasifika learners focus has been deferred until the next meeting.

Emergent Review

9.10 The exit surveys were reviewed. It was moved to adopt the NZSTA version.

Jonathan Cole/Rodney De Vorms

9.11 The School Improvement Framework from the Education Review Office will be deferred until the next meeting.

9.12 The Memorandum of Understanding Relationship between the Board and the LSSG was presented for discussion. The Board will continue to work on this. The Board moved to delegate Karen authority to approve any LSSG purchases under \$2,000.

Rodney De Vorms/Jonathan Cole

Discussion was had regarding the annual October meeting between staff, LSSG and the Board.

9.13 The Board are planning on holding a Matariki Community event on the evening of Thursday, 27 June. Shiree will confirm that this does not clash with any of the other schools.

General Business

9.14 Out of Zone Enrolment numbers for Terms 3 were discussed. We have placements for Year 0 6 places; Y1 zero places; Years 2 to 6 3 places each.

9.15 The Board will obtain two quotes for carpark noticeboards (electronic and non-electronic).

9.16 Repainting of the school house is due this year. The Board will obtain quotes from Carus to get this job underway.

9.17 The collection point shelter in the main carpark was discussed. We are waiting to hear back from Total Span. Archgola have visited and will have their quote to us this week.

9.18 The exterior outdoor learning procurement recommendation report was presented for discussion. The Board moved to accept the quote on the conditions that it is set up ready for roof installation, ie. Support poles are in place.

Jonathan Cole/Rodney De Vorms

9.19 The Board voted to select Michael Petersen to fill the casual vacancy of parent representative. The vote was unanimous to accept Michael.

10. Professional Development

10.1 Scenario A1 was presented for discussion and self-review.

11. In Committee

At 8.25pm, the Presiding Member moved that the Board moves into committee under Section 48 Local Government Information and Public Meetings Act 1987, to discuss Exit Interviews, Stand downs, Staff remuneration and Complaint Updates.

12. Out of Committee

The Presiding Member moved that the Board confirms the business considered in committee


13. Meeting Closure

Great meeting.

The meeting closed at 8.45pm

Future Meeting Dates 2024 (6.30 pm Starts)

25 June, 27 August, 24 September, 29 October, 26 November

Signed.....


Date..... 25/6/2024