

Minutes from August meeting

Summary of Actions to take forward and report on at the next Board meeting.

Item	Notes	Actions	Status
Action Items from Previous meeting	1. Property maintenance	Sanjay has rung Sarah about upgrade maintenance for the our historical building and also spoke to MOE around deteriorating state of the staff room. She is going to bring a MOE property advisor to come and have another look at our concerns. Michelle and Sanjay to construct a letter from BOT for the Ministry re staffroom as a health and safety concern. Need to go through correct processes and due diligence	Ongoing. Letter to be drafted and sent MOE property advisor to visit (yet to be scheduled as can be hard to get hold of)
	2. Finance	Sanjay to present a breakdown of staff feedback at the next Board meeting on potential areas where investment is needed in the school and where teachers see the greatest need. PM readers investment began and will continue to build, \$25,000 total needed. Miriam and Morgan provide a breakdown of everything to be purchased (texts and where they will be allocated) before money is spent.	Refer to Blue sky thinking Appendix
	3. Health & safety	Sanjay to ring NZSTA to check around responsibilities regarding injuries on school grounds outside of school hours on school days.	Having spoken with NZSTA it's a grey area if their child had no supervision this could then fall on the school. As the child was being supervised by the nanny then the responsibility shifts to the guardian who is looking after the child.
	4. Board checklist	(a) Investigate Board training/PD on Te Tiriti (b) Strategic Plan survey to be sent out	Strategic Plan survey has been sent out to the community
	5. Mid year OTJ reports	Updated analysis to be provided at next meeting showing year-on-year comparison of report data	Refer to App5
	6. Principal's report	Update to be provided to the Board at the next meeting on timing of repairs. Strong preference from the Board that the hall is	This is in the Principals reports. Hall will be ready next week.

		not out of action for year end events.	
	7. Any other business	Michelle and Sanjay to work on an overseas travel document to be ready for audit.	Need to organize to catch up over the new year

Date: 16/11/2023

Presiding member: Lisa Crooke

Signed: 