

AGENDA



Board of Trustees Meeting Thursday 9 May 2024 5.30pm - QPS Boardroom

Karakia

TIME	ITEM	SUPPORTING DOCS
1.	ATTENDANCE	
2.	CONFLICTS OF INTEREST DECLARED	Register : Click to view
3.	MINUTES OF PREVIOUS MEETING	Click to view
4.	CORRESPONDENCE here	Inwards: Outwards :
5.	HEALTH & SAFETY (Matt)	Click to view
6.	PRINCIPAL'S REPORT	Click to view KAW newsletter
7.	ROLL COMMENTARY	Click to view
8.	FINANCE : Sub- committee feedback (tabled)	Click to view Board Reserves Policy re Working Capital
9.	PROPERTY : Sub-committee feedback (tabled)	Click to view AMS Upgrades update PSG Docs
10.	POLICIES REVIEWS	Click to view
11.	AOB	Justine - Attendance

IN COMMITTEE MEETING : - **Staffing**
Stand downs

Admin team update

In Committee / Exclusion of Public

That in terms of Section 48 of the Local Government Information and Meetings Act 1987, the public be excluded from this part of the meeting because the Board wishes to discuss matters which if discussed in public infringe on the privacy of a natural person under section 09 (2) of the official information Act 1982

NAME	ROLE	PRESENT	APOLOGIES
Fiona Cavanagh	Principal	Present	
Jeannie Galavazi	Presiding Member	Present	
Dave Finlayson	BoT Member	Present	
Simon Haslett	BoT Member	Present	
Richie Heap	BoT Member	Present	
Newell Hodgson	BoT Member	Present	
Amanda Robinson	BoT Member		Apologies
Ebony Webster	BoT Member	Present	
Katie Hart	Staff Representative		Apologies
Matt Leach	Deputy Principal	Present	
Justine Lock	Deputy Principal	Present	
Yvonne Westra	Board Secretary	Present	

ACTION ITEMS

Actions to be completed	Person(s) responsible	Completed
Radiator heaters controller - restrict access to main user only - . Ferdi to check classroom heating	Matt	
Ministry spend on QPS project as a whole	Fi/Eve	
Data for head knocks in classrooms for prevention actions	Matt	
Final design and decision from board	Simon	
Senior Playground figures	Simon	Done
Contact PTA about 50th Anniversary. Carried over from last meeting as no response. Fiona to invite PTA in for morning tea	Fiona	Ongoing WIP
Secret Identity to be contacted to establish if the scope of work covers PR for the opening, to establish what else will be covered. Fiona to organise video by 17th May to communicate to the community. Resource (Mikaela) onboarded at 10 hrs pw.	Fiona/Amanda	Done
All BoT members to read the NZSTA checklist before the next meeting	All	
Board update in newsletter - Fiona to draft	Jeannie	
Parent community communications to the next agenda	Jeannie	WIP until Amanda and Jen advise
Newell potentially has heat pumps available, otherwise quotes are required. Jamie following up with quotes on using existing units.	Newell	
Fi to contact Ferdi for discussion re Rooms 34 and 35. Arrange meeting at QPS	Fiona	Done
Playground information and timeline for parents/community to be circulated	Fiona	Fiona awaiting advise from Amanda as to when comms can go out

2. CONFLICTS OF INTEREST

None to declare

3. MINUTES OF PREVIOUS MEETINGS

(Tabled and questioned at the meeting).

Jeannie approved the previous minutes. This was seconded by Richie.

4. CORRESPONDENCE

INWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION

OUTWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION

5. HEALTH & SAFETY

Dave moved that the H&S report be accepted. This was seconded by Newell

6. PRINCIPAL'S REPORT (Full Report available on intranet site)

Jeannie moved that the Principal's report be accepted. This was seconded by Ebony

7. ROLL COMMENTARY

Ebony moved that the roll commentary be accepted. This was seconded by Dave

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Fiona moved that the Finance Report be accepted. This was seconded by Richie

9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Richie moved that the Property Report be accepted. This was seconded by Jeannie

10. POLICIES FOR REVIEW

The policies due for [review are here](#).

The 2024 review schedule [is here](#) and the three year schedule is [here](#).

Latest newsletter summary from SchoolDocs [here](#).

11. AOB

Meeting closed at 6.55 pm

Next meeting: 20 June 2024

These minutes (as above) are certified as being a true and correct copy of the committee of the Board of Trustees of Queenstown Primary School.

