

AGENDA



Board of Trustees Meeting Wednesday 10 April 2024 5.30pm - QPS Staffroom

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: MOE approval of playground spend Resignations Outwards : Simon Cruikshank (MoE)
5.	HEALTH & SAFETY (Matt)	Click to view
6.	PRINCIPAL'S REPORT	Click to view
7.	COMMS TO PARENT COMMUNITY	
8.	ROLL COMMENTARY	Click to view
9.	FINANCE : Sub- committee feedback (tabled)	Click to view Board Reserves Policy re Working Capital
10.	PROPERTY : Sub-committee feedback (tabled)	Click to view Secret Identity update Formal opening of projects PSG Docs
11.	POLICIES REVIEWS	Click to view
12.	AOB	Funding update

**IN COMMITTEE MEETING : - Admin team update
Staffing
Stand downs**

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		Apology
Simon Haslett	BoT Member	Present	
Richie Heap	BoT Member	Present	
Newell Hodgson	BoT Member	Present	
Amanda Robinson (Minutes)	BoT Member	Present	
Ebony Webster	BoT Member	Present	
Katie Hart	Staff Representative	Present	
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
Contact PTA about 50th Anniversary. Carried over from last meeting as no response. Fiona to invite PTA in for morning tea	Fiona	A work in progress - check invite (no responses)
Secret Identity to be contacted to establish if the scope of work covers PR for the opening, to establish what else will be covered. Eve to advise to Fiona on spend to date (Done)	Newell	Ongoing
All BoT members to read the NZSTA checklist before the next meeting	All	c/fwd
Matt to update the Health and Safety report with the correct dates and update location of where head knocks are happening	Matt	Done
Board update in newsletter - Fi to draft	Jeannie	c/fwd
Goals to the community - KAW	Fiona	Done
Parent community communications to the next agenda	Jeannie	WIP until Amanda and Jen advise
Newell potentially has heat pumps available, otherwise quotes are required.	Newell	Jamie following up with quotes - ongoing
Eve to review fixed asset register	Eve	Done
Fiona to see if there is a Board Reserves policy (working capital) in school docs and the Finance sub-committee will draft a policy to present at the next full board meeting. No policy related to reserves. Move to Finance meeting Solutions and Services with advise in writing so QPS can create own policy	Fiona	Moved to Finance SC
MoE Guidelines for Opening of playground to be circulated - Formal 2 July and Community 4 July.	Fiona	Done.

Playground information and timeline for parents/community to be circulated	Fiona	Amanda will advise Fiona when comms can go out
Kaumatua to be consulted regarding the soft opening of the playground on the first day to Term 2 (pre-sunrise)	Ebony	Done
Official opening date for playground to be confirmed, along with Communications strategy and launch of the QPS Project	Sub committee	Done
Fiona to find out timeline of opening process for playground	Fiona	Done
Eve to follow up on Community Trust South amount to be invoiced	Eve	Done

2. CONFLICTS OF INTEREST

None to declare

3. MINUTES OF PREVIOUS MEETINGS

(Tabled and questioned at the meeting).

Richie approved the previous minutes. This was seconded by Newell

4. CORRESPONDENCE

INWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION
TBC	Ang Gibson		
	Moe	Playground spend	
TBC	Nicky Tall		
TBC			

OUTWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION

5. HEALTH & SAFETY

Jeannie moved that the H&S report be accepted. This was seconded by Katie

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

Amanda moved that the Principal's report be accepted. This was seconded by Newell

7. COMMS TO PARENT COMMUNITY

8. ROLL COMMENTARY

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

9. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

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

10. **PROPERTY SUB COMMITTEE - Report Tabled**

(Tabled and questioned at meeting)

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

11. **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](#).

- [Board Responsibility](#)
- [Te Tiriti o Waitangi](#)

12. **AOB**

a) **Funding update.**

Central Lakes Trust requires an invoice for the final amount payable.

Community Trust South requires an invoice for us to claim back funds.

Aotearoa Gaming Trust - advised of \$30,000 grant in June 2024.

Meeting closed at 7:09 pm

Next meeting: 9 May 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.

