

AGENDA



Board of Trustees Meeting Thursday 20 June 2024 5.45pm - QPS Boardroom

Karakia

	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: Best Start amendment resource consent application QLDC Affected persons approval Outwards :
5.	HEALTH & SAFETY (Matt)	Click to view
6.	PRINCIPAL'S REPORT	Click to view Targeted Professional learning development (Read only)
7.	ROLL COMMENTARY	Click to view
8.	FINANCE : Sub- committee feedback (tabled)	Click to view Board Reserves Policy re Working Capital QPS Property Project worksheet
9.	PROPERTY : Sub-committee feedback (tabled)	Click to view Project update PSG Docs MOE property meeting
10.	POLICIES REVIEWS	Click to view
11.	AOB	Justine - Attendance QPS Project Update School rebuild opening Hiring of school facilities

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

ACTION ITEMS

Actions to be completed	Person(s) responsible	Completed
Best start change to resource consent application approved. Signed by Jeannie and Eve to send back to Best Start	Eve/Jeannie	Done
Board update in newsletter	Jeannie	
Ministry spend on QPS property project as a whole	Fiona/Eve	WIP
Contact PTA about the 50th Anniversary. Carried over from last meeting as no response. Fiona to invite PTA in for morning tea	Fiona	
Calendar invite to board for School opening celebration	Amanda	
Facility hire updated version with Amanda's proposed changes to be sent out	Amanda/Eve	
Parent community communications to the next agenda	Jeannie	WIP until Amanda and Jen advise
QPS Project Future stages - revisit stage 2 and 3 and clarify our requirements- Review Estimates/Quotes	Amanda	

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
10 June 24	Best start Educare Limited	Amendment to Resource consent application to increase operating hours from 8am - 5.30pm to 7am - 6pm each weekday	Approved

OUTWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION

5. HEALTH & SAFETY

Otago CDEM Group - Civil defence procedure and reunification plan discussed.

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

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

Dave moved that the Principal's report be accepted. This was seconded by Richie.

7. ROLL COMMENTARY

Jeannie moved that the roll commentary be accepted. This was seconded by Katie.

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Motions

Motion carried to approve board spending of \$213,000 towards the Senior playground

Motion carried to approve to spend board expenses of maximum \$2,500 towards the QPS fundraising project. Spend being signs for tracking of donations, temporary signs for each initiative/space, Hall signage for presentations.

Motion carried to agree Board reserve range maintaining board reserve at a minimum of ¼ operating grant to ¼ ops grant plus long term obligations. Financial analysis to demonstrate that after the commitment to the senior playground spend, reserves will fall within the range advised by QPS accountants. [QPS Property Project worksheet](#)

Motion carried that the total fundraising goal for the QPS project be \$400,000

QPS project

Future stages - revisit stage 2 and 3 and clarify our requirements.

Expenditure for internal resource for QPS project currently applied to Administration salary and wages

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

9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

Best Start Educare change to resource consent for opening hours approved by board.

Basement kitchen update (property minutes)

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

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

- Attendance [Justine - Attendance](#)
- QPS project update
- School rebuild opening 1pm Tuesday 2nd July.
- Hiring of school facilities [Proposed Facility hire fees](#)
[2023 Facility Hirees](#)

Meeting closed at 7:13 pm

Next meeting: 01 August 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.

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