

AGENDA



Board of Trustees Meeting Thursday 5 September 2024 5.30pm - 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: n/a Outwards : n/a
5.	HEALTH & SAFETY (Matt)	Click to view
6.	PRINCIPAL'S REPORT	Click to view Final Maths Action Plan
7.	ROLL COMMENTARY	Click to view
8.	FINANCE : Sub- committee feedback (tabled)	Click to view
9.	PROPERTY : Sub-committee feedback (tabled)	Click to view Project update PSG Docs
10.	POLICIES REVIEWS	
11.	AOB	PB4L model - J Bell (Jo will present at 5.30pm) Kahui Ako 2025 Start dates (Board needs to approve the start date) Suggesting Monday 3 February

**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	N/a	N/a
Amanda Robinson	BoT Member	Present	
Ebony Webster	BoT Member		Apologies
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
Back gate usage messaging around safety and supervision	Matt	
Board member co op meeting attendance requirements School board - Co-opted board members	Eve	Done
Add QPS project as an agenda item.	Eve	Done
QPS project - Identify approx 50 items to be made available for sponsorship - Focusing on the Celestial compass and mud kitchen	All	

2. CONFLICTS OF INTEREST

None to declare

3. MINUTES OF PREVIOUS MEETINGS

(Tabled and questioned at the meeting).

The board extends their sincere thanks for Simon's efforts during his time as a board member. His commitment has made a significant difference, providing vital resources for QpS. We truly appreciate his support.

Amanda approved the previous minutes. This was seconded by Dave.

4. CORRESPONDENCE

INWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION

OUTWARD CORRESPONDENCE			
DATE REC	FROM	CONTENT	DECISION / ACTION

5. HEALTH & SAFETY

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

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

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

7. ROLL COMMENTARY

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

8. FINANCE SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

[Budgeted Statement of financial position and Cash flow](#)

Motion carried Now that the 2023 audit has been finalised Solutions & Services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis the Board approves the use of these documents in the 2024 annual reports.

Next Aeration of the field scheduled for January 2025.

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

9. PROPERTY SUB COMMITTEE - Report Tabled

(Tabled and questioned at meeting)

[Cyclical Maintenance Plan](#)

Reviewed and approved for 2024 and 2025 scheduled works and any additions or deferrals.

Amanda moved that the Property Report be accepted. This was seconded by Katie.

10. POLICIES FOR REVIEW

The policies due for review [here](#)

The 2024 review schedule [is here](#) and the three year schedule is [here](#).
Latest newsletter summary from SchoolDocs [here](#).

11. AOB

- Positive Behaviour for Learning model - J Bell
- [Kahui Ako Start dates](#) Start date of Monday 3rd February 2025 agreed and approved by the board.
- Presiding Member annual leave will be covered by Dave Finlayson.

Meeting closed at 7.00 pm

Next meeting: 24 October 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.

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