



## STANLEY BAY SCHOOL

### Board of Trustees Minutes Thursday 19 May 2022 at 6pm

#### Key Action Points

Item	Action	Responsible	By
FOSB Report to the Board and Committee Terms of Reference	The Education Act needs updating. FOSB report to board - events schedule	Cath	Next meeting
Governance responsibilities	Completion of meeting evaluation form and board hours.	All board	Within one week of board meeting
Uniform	Call for second-hand/unwanted school uniform items via the newsletter.	Lucy/Rachael	

**1.1 Present:** Lucy Naylor (Principal), Helen Vykopal (Presiding Member), Cath McNellan, Matthew Crawford, Josh Wilson, Scott Boniface (Staff Rep), and Anthony James.

**In attendance:** Janie Stone (Minutes Secretary), Lindsey Mackrill (Kahui Ako Across School Leader)

**1.2 Apologies:** Nil.

#### 1.3 Minutes of the Previous Meetings - 7 April 2022

The minutes were approved, as a true and accurate record.

**Unanimous.**

#### 1.4 Declarations of Interest

None.

#### 1.6 Presentations

Helen Vykopal welcomed Lindsey Mackrill to the meeting.

Lucy Naylor introduced Lindsey Mackrill. Lindsey presented on the Better Start Literacy Programme and how it is running, its approach, benefits and how it supports children's foundation literacy skills especially those with learning challenges such as dyslexia. Lindsey is studying for a micro credential, through Canterbury University to become a Better Start Literacy specialist.

The board thanked Lindsey for her presentation.

## **2.1 Policy Review**

Uniform Procedure - Add to existing policy regarding the provision of second-hand uniform items which can be loaned. The school to call for unwanted uniform items via the news bulletin.

## **2.2 FOSB Terms of Reference**

One line was removed, relating to the good work that was done. The section referring to the Education Act, needs updating as it still states the 1989 Act. The new members: Chair, Secretary and treasurer need to be confirmed by the board. Processes need to be set up, for feedback to the board.

Action: Matthew to update the Education Act.

## **2.3 Election Planning**

Appointment of Returning Officer, Rachael Hamilton to be asked.

Approved.

Communication

Disco - 9th June, the board to attend.

News bulletin - Lucy to add Principal's news, to raise awareness.

Assemblies - Helen or other board members to attend assemblies, approved.

Etap and website page - communicate to parents.

Board Meetings - Invite parents and the community.

Term 3 assessment - Do we hold a breakfast or evening?

Mud Run - Profile opportunity.

Meet the candidates - In term 3 once nominations are in.

Unanimous.

## **3.1 Hautu**

Scott presented the self-review tool to the board. The MAC Initiative meeting is Wednesday 25 May, 6pm.

Board members are free to attend the meeting as they are able. Scott and Josh will provide written feedback at the board meeting for those who do not attend.

## **3.2 HR Review**

Lucy and Helen met with Janne Pender, Ahead Associates, to seek some assistance in conducting the HR review. It was proposed we use Janne on an adhoc basis, with the elections coming up.

Proposal for funding \$1400 for adhoc assistance was proposed.

The board agreed to review this proposal at a later date.

## **3.4 Principal's Report**

Lucy requested that the board approved leave of 2 staff members.

The board approved the leave of absence.

Unanimous.

### **3.5 Finance Report**

Compared to April last year we are in a weaker position, due to not receiving as many grants from the MOE. International Students are now allowed to study in NZ, we have already received two applications for study. Janie has applied to the MOE for SIP money spent over and above the grant.

### **3.6 Health and Safety**

Matthew apologised as he had forgotten about the H&S walkaround.

### **3.7 Principal's Appraisal**

Board members reported some difficulty answering questions and the software crashed.

### **3.8 Acknowledgement of Achievements**

Helen thanked the board for attending Brenda's presentation.

The RTLB playground audit had been carried out by Jo Crabbe (RTLB), with three full terms of an audit. The recommendations had been implemented with positive results.

Cath suggested sharing the outcomes of the survey with the parent community.

### **Air Conditioning Units**

Scott had contacted the MOE with regard to supporting the cost of the electrical upgrade. This rests solely with the school and could be covered in the next 5YA. The estimated cost is between \$140k - \$300K. It was decided to park this at the current time and revisit it at the next budget.

Lucy informed the board that the pool needs some extensive maintenance. We can use a short term solution, however, this is a subject for discussion.

The meeting closed at 8.05pm.

### **In-committee 8.05pm**

Janie left the meeting before the start of the in-committee discussion.

Meeting closed 8.30pm

### **Date of next meeting**

30 June 2022

---

Presiding Member

---

Date