



STANLEY BAY SCHOOL

Board of Trustees Minutes
Thursday 2 February 2022 at 6pm

Key Action Points

Item	Responsible/Action
Health & Safety Walk Abouts	See Workplan (Helen - March)
Board Workplan	Helen and Lucy
Board Comms (Term 1 report)	Cath
Air Ventilation Units Investigation	AJ
Camp COVID Compliance	Scott
Principal's Appraisal Feedback	Cath and Matt
Strategic Plan 2022-2024	Lucy and Cath
Board Dates TBC	Everyone

Present: Lucy Naylor (Principal), Cath McNellan, Josh Wilson, Scott Boniface (Staff Rep), Helen Vykopal and Anthony James.

Apologies: Matthew Crawford (Presiding Member)

In attendance: Janie Stone (Minutes Secretary)

Declarations of Interest

None.

1 Administration

Minutes of the Previous Meetings - 2 December 2021

The minutes were approved as a true and accurate record.

Unanimous.

Correspondence In:

Nil.

Correspondence Out:

Nil.

Election of new Presiding Member

Mathew Crawford emailed the Board on 31 January to notify of his intention to stand down from the position of Presiding Member and nominated Helen Vykopal.

Nominated: Helen Vykopal

Moved: Cath McNellan

Seconded: Unanimous

Portfolios 2022

Finance:	Josh Wilson
Property:	AJ & Scott
Communication:	Cath McNellan
FOSB:	Cath McNellan
HR:	Helen Vykopal

Sub-Committees 2022

Finance	Josh, Lucy and Janie
Disciplinary	Helen, Lucy & Scott
FOSB	Cath McNellan (Board Rep), Rebecca Newman (Chair) and Committee Members (TBC at FOSB meeting on 17 February)

All agreed.

Board Work Plan

Lucy and Helen to finalise the 2022 Board Workplan. This will also include Board communication to the community.

Health and Safety Walk Around

Helen to take part in the next walk around. Each board member responsible for each walk around is included in the 2022 Board Workplan.

HR Review

The HR review is planned for three meetings throughout the year. Lucy and Helen to investigate the possibility of an independent person leading this on behalf of the Board. Lucy to email 'blurb' to Cath to follow up with a contact who may be able to identify individuals interested in doing this.

Communications from the Board

The Board will communicate the change of Presiding Member. On behalf of the board, Cath McNellan will communicate this to our community and reinstate the regular board comms - once each term (to be included in the Board Work plan).

Principal's Report

The report was taken as read subject to points raised during the discussion.

4.3 Appointment of Board Funded Teacher & Donation

We have received a donation today (2/2/22) of \$50k. The donor wishes to remain anonymous. This was non-budgeted. Lucy requested that the board approve the appointment of a teacher to start at the beginning of term 3 to open a new entrant class.

Motion: The board approves the appointment of a board funded New Entrant teacher to commence at the start of term 3.

Moved: Josh Wilson

Seconded: Helen Vykopal

4.4 Gift Register

The gift register lists all the gifts to staff in 2021 valued at \$100 or more. Minute approval of the gift register.

Unanimous.

6.2 Teacher only days

We have three days scheduled for 2022, two of these are accord days. Days are as follows:

26 August

25 October

3rd June (Kahui Ako Conference)

Motion: The board approves the three teacher only days in 2022.

Unanimous.

4.2 Capex (fixed assets)

Lucy presented the list of Capex items (see Principal's Report) for Board approval.

	RECOMMENDED CAPEX	
1	Pool shed upgrade - Flooring (\$7096) toilets & sinks (\$3042), external walls (\$1900), paint)	11,038
2	Completion of pool fence	8,290
3	Painting of exterior of the pool and concrete blockwork surrounding pool area	3200
4	Outdoor seating and seat around the tree by hall	17,000
5	Drum kit and outdoor musical instruments	12,000
6	TA laptop	3,500
7	PMP equipment	1,000
8	<u>rugby/soccer posts</u>	4,200
	TOTAL	60228

9	Landscaping of pool area (Levelling, paving, seating and shade)	30,000
10	Intercom	7,500
11	Field levelling/drainage (waiting on quote)	TBC
12	Cage for hall projector	2400

Motion: The board approves items 1-8, value approved \$60,228.

Unanimous.

The Board discussed the inclusion of air filters in each classroom and shared space as a Capex item. It was agreed that air conditioning units with Hepa filters may be a better long term solution to future proof the school. AJ to investigate and report back to the board at the March meeting.

Action: AJ

Finance Report

Josh presented the finance report. We are in a very healthy position. Our starting roll is 224, even though we have lost some families who have moved from the area due to house prices. We are not accepting out of zone students in Year 0-2.

Strategic Plan

Lucy presented the draft strategic plan to the board. This plan will take us to 2024. Cath and Lucy will present the finalised plan version at the next meeting.

COVID19 Update

Lucy presented a briefing paper and identified flashpoints that may require support from the Board (see briefing paper)

Our priority is to keep the school open, we can do this by manoeuvring staff and teacher aides, in spaces. We are only engaging relief teachers who are exclusive to SBS.

Action: Scott Boniface

Principal's Appraisal

Cath and Matthew to provide a one-page summary feedback report to the board in-committee at the March meeting.

RAMS for Camp

AJ has reviewed the RAMS for camp. In summary and in the opinion of AJ, it was confirmed that these RAMS are considered to be specialist activities to which the board does not have the appropriate skills, training or experience to fully assess. Therefore the assessment was general in nature and concluded that there were no gross omissions or errors.

We need assurance from the YMCA that gear is cleaned between each rotation of camps. Scott to investigate and communicate the outcome to the Board prior to camp.

Action: Scott Boniface

Proposed Board Dates for 2022

2 February
7 April
19 May
30 June
11 August
22 September
27 October
1 December

TBC via email.

Meeting closed: 8pm

Signed and dated digitally on 7/4/22

Presiding Member

Date