



STANLEY BAY SCHOOL

Board of Trustees Minutes Tuesday, 5 September, 2023 at 6.15pm Staffroom

Present: Eddie Christian (Presiding Member), Emma Tolmie (Principal), Kate Maiava, Jonathan (Monty) Duncan, Jonathan Marshall and Anthony (A.J) James.

In attendance: Janie Stone (minutes).

Apologies: Scott Boniface (Staff Trustee).

Eddie apologised for the delay with the agenda.

1 Administration

1.3 Minutes of the Previous Meetings - 1 August 2023

The minutes were approved as a true and accurate record.

Moved: Jonathan Marshall

Seconded: Kate Maiava

1.4 Health & Safety

During the lockdown practice, a few issues were identified that must be addressed. Emma thanked the Board for their support and approval to do the necessary remedial work to ensure compliance. It was also suggested that we install 'assembly point' signs on the courts.

Motion: The cost of remedial work to locks to comply with the Lockdown Procedure was approved by the Board via email.

Moved: Unanimous

Additionally, a visually impaired student has joined the school and we have received support from the Ministry of Education to appropriately label the school. A new caretaker's safety manual has been ordered to ensure the safety of our staff and students. The PA system is part of the 10YA; we must pay for it upfront and reclaim the cost from the MOE.

1.5 Principals Report

During the recent term, there were several incidents and developments that the school board would like to acknowledge. Firstly, one student was stood down due to a disciplinary issue. Secondly, with consent, transportation to Kelly Club was arranged, and Emma also transported students. Thirdly, all staff were given chocolates and notes to say 'thank you' to boost staff morale. The board is considering acknowledging the staff with a morning tea before the end of the term.

It was noted that the acoustics in some classrooms need improvement. Emma contacted the Ministry, and they have agreed to help fund a solution so that the classroom can be used effectively.

Regarding trip transportation consent forms, the board identified a risk factor. Emma will reiterate to the staff the importance of obtaining consent through the consistent channel of using the office system.

The school will be hosting two students from Indiana University who are coming to have an international experience at our school for 8 weeks of Term 4.

Emma will also bring the Strategic Plan to the next meeting on 24 October and distribute it before it.

Lastly, Emma signed an agreement with the Navy to use their grounds for the Mud Run.

Motion: Emma requested that any unused funds from the Principals' wellbeing fund be carried over to 2024.

Moved: Jonathan (Monty) Duncan

Seconded: Anthony (AJ) James

1.6 Declaration of Interests

Nil.

1.7 Correspondence In

An email requesting a student leaders' review update.

Correspondence Out

Emma replied.

1.8 Chairs Update

Eddie and Emma have had a couple of meetings and Kate has been assisting them by signing documents and attending the meetings. However, there has been feedback from the community that the communication cadence is inconsistent. To address this concern, the board has decided to include a summary of the meetings in the newsletter either after each meeting or once a term. Jonathan has been tasked with drafting the summary.

Action: Jonathan Marshall to do.

2.0 Strategic and Governance

Nil.

2.3 Policy Review

The board to read and review them on the school docs portal:

- Term 3 Policy reviews to do:
- Enrolment policy (added by Emma) completed
- Inclusive Education (Board Review only)
- Māori Educational Success (Board Review only)
- Learning Support
- Learning Support Co-ordination
- Identify Learning Support

- Gifted Learners

Later: EOTC review the updated version on Schooldocs, check and submit any changes.

Action: Emma and Eddie to do a quick desktop evaluation of the Policies.

Action: Emma to follow up with Schooldocs to get a list of the policies we have and the policies available that we do not have.

2.4 Friends of Stanley Bay

Meeting every Monday for Mud Run. AJ requested that the FOSB team do a maintenance review of equipment before the Mud Run 2024.

3.2 HR Review

The date of Thursday 21/9 at 6pm was agreed upon.

Action: Kate to email Michael O'Brien.

3.7 Finance Report

Janie presented the July Finance Report.

Moved: Jonathan (Monty) Duncan

Seconded: Eddie Christian

3.9 Acknowledgement of Achievements

Choir great day - thank you to Ben and Gail for all their hard work.

4.1 Identify items for next agenda

Emma will share the proposed Strategic Plan for 2024 - 2027 to go to the community for feedback. Would like the board to give feedback first.

Next board meeting items

- Student Leaders
- Strategic Plan and Annual Plan
- Draft Budget

Janie was asked to leave the meeting.

Board moved into In-committee at 8pm

Meeting closed 8:15pm

Presiding Member

Dated