



STANLEY BAY SCHOOL

Board of Trustees Minutes Tuesday, 6 June, 2023 at 6 pm Staffroom

Present: Eddie Christian (Presiding Member), Emma Tolmie (Principal), Scott Boniface (Staff Trustee), Kate Maiava, Jonathan (Monty) Duncan, Jonathan Marshall and Anthony (AJ) James.

In attendance: Janie Stone (minutes), Michael O'Brien NZSTA.

Eddie welcomed Michael O'Brien, New Zealand School Trustees Association (NZSTA), to observe the meeting.

Michael O'Brien introduced himself.

Karakia lead by Emma Tolmie.

1 Administration

1.3 Minutes of the Previous Meetings - 15 May 2023

The minutes were approved as a true and accurate record.

Moved: Jonathan Marshall

Seconded: Jonathan (Monty) Duncan

1.4 Declaration of Interests

Nil.

1.5 Correspondence In

We have received two resignations from Lizzy Seth, Learning Assistant, who will be working at Milford Primary, and Emma Gauntlett, Teacher, who will be leaving at the end of Term 2. The Board will conduct exit interviews with both of them. It is important to note that exit interviews are conducted with every new employee at the end of their employment. Additionally, the Board has requested a summary of meetings between Eddie and Emma.

Action: Eddie to prepare a summary report for the Board if requested, or provide a verbal update.

Correspondence Out

The resignations were accepted.

2.0 Strategic and Governance

Nil.

Minute point: The Board requested that Health and Safety as an item needs to be agenda item one at each meeting.

2.3 Policies Review

Eddie requested that the Board review the EOTC Policy. The Board acknowledged that the current policy needs to be updated to meet the school's needs better. School docs are currently reviewing the policy and it is expected to be finalised by the end of Term 2. Once the updated policy is available, the board will make necessary adjustments

to align with SBS. AJ will lead this process. Eddie suggested that Board members meet for half an hour prior to the next meeting on 1 August.

Action: Board members should send their questions to AJ in order to set the agenda for the next meeting two weeks in advance. This will help to plan a productive board session and identify key themes and areas for action.

Moved: Jonathan (Monty) Duncan

Seconded: Jonathan Marshall

Friends of Stanley Bay

The positions have been assigned for the group. Rebecca Newman will serve as the Chair, Holly Knill as the Co-Chair, and Janique van der Heyden as the Treasurer. Project leaders and classroom representatives have been selected. The board have approved the fundraising items for the FOSB in order of importance: Kai's Clan Robots, Junior playground development, Gazebo with the SBS logo, noticeboard for the front of the school. FOSB funds can go towards the thermometer that needs to be updated to reflect the fundraising items.

Jonathan Marshall excuses himself from the meeting due to other commitments.

3.0 Monitoring

3.1 Hautū

Emma and Kate had a meeting with Brenda MacPherson. Michael O'Brien mentioned that the SBS Annual Plan has three distinct sections that incorporate te tiriti o te Waitangi, which reflect the influence of Hautu. The Board then discussed whether it was necessary to do both streams.

Action: Emma and Kate will return to the board with recommendations for the next meeting.

3.2 HR Review

A meeting date of?.....has been set for the board to meet with Michael O'Brien.

3.4 Student Achievement

Regular review

Scott shared the Mathematics feedback from the staff to gather their thoughts and opinions. Staff reported that they found value in attending professional development sessions with Lucie Cheeseman, which was evident in the positive outcomes and will be communicated to the parents at the information evening later in the week.

3.6 Principals Report

Emma presented the Principal's Report, which covered several topics. These include a workplace accident involving the caretaker, an incident with the gate on the field, physical restraint, the Whenaketanga program where community members help with children's reading, BYOD for students in Years 5-6, RTLB engagement, proposed office upgrade before 1st July, TA hours review, MAC meeting, analysing patterns of absent students, ERO visit from Emma Dobson, and Kahui Ako Day on 2nd June.

Finance Report

Janie presented the April Finance Report. The 2022 Audit is finished.

Moved: Jonathan (Monty) Duncan

Seconded: Eddie Christian

Any other business

Camp RAMS

Eddie had yet to see the Camp RAMS, Emma to get these to Eddie. An email was sent to the parents last week regarding camp.

31A Glen Road

The school has ownership of lot 31A Glen Road and the adjacent 33A, which includes a path leading down to SB Park. The path is currently very slippery and requires water blasting. The area is marked with council signage and a memorial. Although the council treats it as their own, there is still a risk to the school. The land was gifted to the school in 1973, and Eddie will seek legal advice to clarify our obligations.

Board Meal

Scheduled for Monday 12 June at Tok Tok, Takapuna, to officially welcome Emma to SBS.

Action Points

Principal Meetings: Eddie to prepare a summary report for the board if requested, or provide a verbal update.

EOTC Policy Review: AJ to co-ordinate.

Hautu: Emma and Kate will return to the board with recommendations for the next meeting.

HR Review: Meeting? With Michael Brien.

Camp RAMS: Emma to send these to Eddie.

Meeting closed at 8.20 pm

Presiding Member

Dated