



STANLEY BAY SCHOOL

Board of Trustees Minutes Monday 20 February, 2024 at 6.30 pm Staffroom

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

In attendance: Janie Stone (minutes), Brenda MacPherson and Julie Lattimer.

Apologies: Jonathan Marshall

Karakia lead by Emma Tolmie.

Eddie thanked Brenda MacPherson for her presentation on MAC.

Eddie thanked Julie Lattimer for her presentation on Science.

1 Administration

1.3 Minutes of the Previous Meetings - 11 December 2023

The minutes were approved as a true and accurate record.

Moved: Jonathan (Monty) Duncan

Seconded: Anthony (AJ) James

1.4 Health & Safety

2024 Camp RAMS

Helen Pelham gave an overview of the 2024 camp. Medical conditions - no huge risk with children this year, notes shared with two Doctors who are attending camp. RAMS are in the folder. We have two at-risk children attending camp this year. Helen Pelham has asked a TA to attend camp for one child and a strategy regarding sleeping/night times and linking specific children to teachers. All children were spoken to regarding leaving the tents/cabins at night, going in pairs to visit the toilet, etc. Procedures in place to mitigate risk.

Eddie Christian requested that Helen Pelham draw up a document detailing individualised camp plans for the two identified children. A parent of each of these two children is to sign these documents so that they are aware of the support the school is doing to keep them safe.

Evacuation/Emergency Plan - follow the RAMS and camp experts and their procedures.

Neighbouring Camps - risk factors, all parents are police checked. All other camps are school camps. No interaction.

Eddie requested that if Helen Pelham feels uncomfortable in any circumstance, please cease the camp and return. RAMS is to be distributed to the parent helpers to read and acknowledge.

Motion: The board approves the 2024 Camp RAMS.

Moved: Jonathan (Monty) Duncan

Seconded: Eddie Christian

1.5 Principal's Report

The New Principal's Report is more in line with the Strategic Plan.

Cellphone Policy - needs to be in place by Term 2. The wording from the Act. Emma will do an update in the next newsletter.

Emma is seeking tradesmen to work on the sash windows as per MOE 10YA plan, so they can be opened, ventilating Rooms 1-3, 4-6. Three company quotes are underway. Air Con Units in the classrooms - Rms 7, 9 & 10 are extremely hot. Emma proposed that we get Air Con in Rooms 7, 9 and 10 first. \$5,280 + gst, for each classroom. This is unbudgeted.

Motion: The Board gives Emma Tolmie the authority to purchase three air conditioner units for Rooms 7, 9 & 10, which is an unbudgeted cost. The FOSB allocated funding already earmarked to be reallocated, with discussion, to the air con units.

Moved: Eddie Christian

Seconded: Kate Maiava

The pool is now operating on one filter very well. The board discussed the cost of running the pool and asked for a five-year breakdown. The board then wants to survey the community.

Action: Emma and Janie.

Application leave Keryn Van Shaik - 18 days to visit family in Canada, approved.

Two new TAs have been appointed and a part-time Caretaker, on a casual basis.

Attendance Report - 91% Term 4, holidays continue to be a problem.

1.6 Declaration of Interests

Emma Tolmie declared her son, Luke Tolmie, working on a casual basis in the absence of the Caretaker.

1.7 Correspondence In

1. Correspondence from a parent querying the number of days in the school year, with an analytical breakdown. We need to deliver 384 half days for the 2024 year. It is a statutory obligation. SBS include the Mud Run, as a full school day. Definition of 'gala' in legislation in MOE guidelines. The board to draft a response.
2. Correspondence from a parent who has left the school, there are key points in the letter: reading books, lack of writing in books, valid points and concerns, no homework, failure to keep parents informed about their child's progress, inadequate reporting. The board to draft a response.

2.0 Strategic and Governance

Nil.

2.1 Election of new Presiding Member

Eddie Christian was nominated. Eddie stated that his current workload is high, but will commit to six more months at PM. Congratulations to Eddie on re-election for 2024.

Moved: Kate Maiava

Seconded: Jonathan (Monty) Duncan

2.3 Election Planning

Three staff nominations were received, one stepped down. Two standing and the staff are voting and closes on 29 February 2024.

Friends of Stanley Bay

The FOSB has put a charter together, put forward at the next meeting. Marcella coming on to do comms.

Appointment of DP

We received three applications for the position. One interview today and two interviews on Friday.

A teacher has indicated that they either want to reduce their hours or may retire later in the year.

Finance Report

Janie presented the December (interim) Finance Report.

Moved: Jonathan (Monty) Duncan

Seconded: Eddie Christian

In committee 8.45pm

Meeting closed at 8.55 pm

Presiding Member

Dated