



Board of Trustees Meeting Minutes - DRAFT

Tuesday 5th November 2024 - Online Meeting
Meeting Started: 6:06 pm | Meeting Closed: 7:13 pm

Present:	Lisa Thomson, Linda Holmes, Linda Mayow, Stefan Frew, Louisa Barham, David Duffin
Apologies:	Kaiya Miller
Chair:	David Duffin
Minute Secretary:	Jules Holden (Speaking Rights)
Conflicts of Interest:	None Declared

	Moved	Seconded	Motion Carried/ Agreed To
1. Administration			
Confirmation of previous minutes			
Motion: It is moved that the meeting minutes of the Board of Trustees meeting and In Committee meeting held on 29th September be accepted as true and correct.	DD	LH	Carried
2. Monitoring			
Finance Report			
<ul style="list-style-type: none">Summarised by Stefan.Fourth MoE payment came through more than expected. Due to roll growth - esp in years 5-8.Budgets now closed for 2024. Any spending requests go to Arnika and Louisa.Discussion around 2024 budgets - 92% spent. Issue around silver van being off the road and associated costs. Staffing over budget as Louisa did not take Sabbatical this year. Bank staffing corrected.2025 budget - request for equipment for caretaker team was a significant item- including ride-on lawnmower.Team working through 2022 Audit.Approval for \$5k for staff Xmas Party.			



<p>Motion: It is moved that the BOT ratify the decision of the Finance & Property Committee and approves the minutes of the Finance & Property Committee meeting held on 29th October.</p>	SF	LT	Carried
<p>MoE changes to subletting rules- Louisa will update at next Board Meeting.</p>			
<p>Principal's Report</p> <ul style="list-style-type: none"> ● Attendance - next year daily attendance reporting will be required. School has been doing snapshot reports, working with attendance officers to keep track. Challenging keeping track of senior students. Attendance codes are being reduced to 15 codes. STAR stepped attendance response. All schools need attendance management plan. ● Roll increase ● Teaching and Learning - structured literacy and maths. Lots of professional learning for structured literacy. Maths changes will be rolled out in 2025 also. Planning as much as we can until we receive MoE exact updates. Haylee working with leaders on Maths. ● Assessment Prizegiving went very well, students were great, awards. Good feedback from parents. BoT attendees for upcoming prizegivings ● Lisa will attend TRACKR, Stefan will attend year 0-6 and David will attend year 7-10. ● End of Year Reports will go out one week before end of school. ● Student Leaders for 2025 Head girl - Lani Fraserhurt Head Boy - Manoa Beaudry. Louisa looking to empower them further next year, get them more involved. ● Recruitment underway - interviews happening this week. ● Pool - on track to be ready for next year. ● Jules to share information from Te Rapa Pool and how this works 			
<p>Motion:</p> <ul style="list-style-type: none"> ● EOTC (Education Outside the Classroom) <ol style="list-style-type: none"> 1. EOTC trips that are overnight or outside of the Raglan township require Board approval. 2. Paperwork & planning is reviewed by Deputy Principals; Haylee Webber (Kura Teina Y0-8) and Quenten Browne (Kura Tuakana Y9-13) within approved timeframes, budgets and health and safety requirements. 3. Up to date weather and safety checks are made on the actual dates of departure. <p>The Board approves the following EOTC trip based on the above expectations being met:</p>	LB	SF	Carried



<ul style="list-style-type: none">● 9-10 December 2024 Camp Raglan on Wainui Road. Year 3-4 overnight camp. 90 students from B3, C3, C4, and AF1 classes, 26 adults (5 staff, 21 parent volunteers). Staff: Amy Haswell (lead teacher), Sheree Gibson, Kim Geros, Christine Prouse, Belinda Thomas (learning assistant)			
Motion: It is moved that the Principal's Report be accepted.	LB	LH	Carried
Sub-Committee's Report Principal Delegations Policy - Jules to send up to date one to Linda and Subcommittee Overseas trips and Surf Academy Policies			
Motion: The Board approves the Subcommittee's minutes / reports	LM	LH	Carried
Presiding Member Report Updated Board on conversation with auditor Inviting people to a board meeting in order to see if they are interested in joining the BoT next year. Having a pre meeting at 5pm prior to next Board Meeting			
Motion: It is moved that the Presiding Member's report be accepted.	DD	LB	Carried
3. General Business			
Application to Lion Foundation for Duke of Edinburgh award equipment.			
Motion: At the Board of Trustees Meeting for Raglan Area School on 5th November 2024 it was resolved to apply for funding to The Lion Foundation for the purchase of Duke of Edinburgh Award equipment for a total cost of up to \$35,000+GST. The BOT authorises Theresa Pemberton to apply on behalf of Raglan Area School. The motion was passed unanimously.	LB	LT	Carried
4. In Committee In to In Committee 6:56pm / Out of In Committee 7:10pm			
5. Board Self Review Next meeting - Tuesday 26th November.			
Meeting Closed: 7:13 pm			
6. Confirmation			



Raglan Area School
Te Kura A Rohe O Whaingaroa

Chairperson signature:

Date: 26/22/24