

# BUCKLAND SCHOOL'S BOARD OF TRUSTEES

## Minutes of Meeting held on 23 June 2021 at 6.00 p.m.

**PRESENT:** Darryl Goldsack, Lisa Robertson, Mavis Glasgow, Dave Honiss,  
Sarah Herring

**Karakia** - Darryl Goldsack

**1. APOLOGIES:** Andrew Maunder, Brandon Foster, Glenis Mills (Minute secretary)

**2. BOARD MOTIONS:** Nil

**3. ADMINISTRATION**

• **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 19 May 2021 were taken as read and signed as a true and correct record by Darryl Goldsack.

**Matters Arising:** Nil

**Moved:** Dave Honiss

**Seconded:** Sarah Herring

• **Correspondence**

The correspondence was read to the meeting by Sarah Herring.

**Matters Arising:**

- Email regarding Pukekohe Kahui Ako to be put in the next week's school newsletter

**Moved:** Sarah Herring

**Seconded:** Lisa Robertson

**4. MONITORING:**

**Principal's Report**

The Principal's report was tabled by the Principal.

**Matters Arising:**

- Discussion on the need to ask parents if they are able to pick children up at 1.30p.m. to allow teachers to attend the NZEI paid union meeting as we are unable to cover all children due to the majority of staff being NZEI members. Lunch will be later to allow for core subjects to be taught by children's regular teachers. Board approved this.
- A further TOD is planned for the first Monday of Term 4 to allow for teachers to attend professional development on well-being/mindfulness - Pause, Breathe, Smile - Ministry funded PD.
- A request to erect a sign on the front fence to advertise a business has been received. Board approved this on the following conditions: size, design and location of sign. Length of sponsorship - being each year. Principal to contact advertiser and outline conditions.
- Te Rito Tool - Online tool for school leaders to use to enter data on students which in turn will provide a more complete picture of akonga strengths and learning support needs. At present time the national deployment of the tool has been paused.

**Moved:** Mavis Glasgow

**Seconded:** Dave Honiss

## Staff Report

- Lisa reported on the progress of the student project management team on designs for the senior playground. They have selected design themes. The Year 3 & 4 team are going to be asked who would like to volunteer for painting in the first instance. Other children will be asked in stages.

## Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack

### Matters Arising:

- A discussion on grip tread decking and inclusion of extra grip on decks took place. The new ramp will have this on it and assessment will be had on whether we add this to existing decks once we see how successful it is.

**Moved: Darryl Goldsack**

**Seconded: Sarah Herring**

## Financial Report

Payments amounting to \$27882.51 were ratified and approved.

### Matters Arising:

- Discussion took place on the difficulties the Financial auditors are having and the fact that our Annual Financial report has still not been completed due to their internal problems.
- Discussion took place on the need to increase the Petty Cash amount from \$100 to \$300 since we no longer can use cheques and every time a cash withdrawal is needed a letter is required.

**Moved: Mavis Glasgow**

**Seconded: Sarah Herring**

## 5. GENERAL BUSINESS

- **Curriculum Report** - Lisa presented the PACT Assessment tool that staff are working on.
- **BOT Newsletter** - Sarah was thanked for compiling the Board newsletter. this is to go out with the school newsletter next week.
- **School Docs & Policy Review** - Tuesday 13th July at 5.30p.m. or Monday 19th. Principal to contact Board members absent and make a decision on which date suits everyone.
- **Board Personal Development/Learning** - It was decided that prior to each monthly meeting a small task will be completed by the Board with learnings discussed at the meeting. Sarah will drive this. The task will be put out a week prior to the meeting.

## 6. MEETING ACTION PLAN

Action Plan has been updated and will be added to after each meeting.

Please check this and complete any outstanding actions.  
Please ensure the time tracking sheet is completed.

7. The Board moved into Committee at 8.20 p.m.

**Moved: Darryl Goldsack**

**Seconded: Mavis Glasgow**

The Board moved out of Committee at 8.45 p.m.

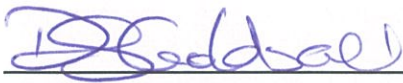
**Moved: Darryl Goldsack**

**Seconded: Dave Honiss**

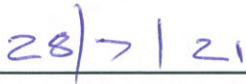
**8. MEETING CLOSURE**

- **Evaluation** – Andrew to be asked to email the new evaluation forms to each Board member so they can be completed for this meeting.
- **Meeting closed at 9.15 pm**

**NEXT MEETING: Wednesday 28 July 2021 at 6.00 pm Board Room.**



**Signed: Presiding Member**



**Date**

