

**UPPER HARBOUR PRIMARY SCHOOL  
BOARD OF TRUSTEES  
MINUTES OF MEETING HELD AT UPPER HARBOUR PRIMARY SCHOOL  
Wednesday 24th February 2021**

**PRESENT:** Yvonne Thynne,(Chair), Sue Smith (Principal), Jane Wallwork (Staff), Jeff Zhang, Ragini Kulkarni, Laura Hunter

**APOLOGIES:** Chris Sheffield, Kate Schick

**Notetaker:** Sandra Wagg,

**Visitors:** Julia, Hannah and Angela and AT Co ordinator

**Minutes of Previous Meeting:**

Old business discussed if any:

**Any Matters arising:**

Review of actions from previous minutes, and take off completed items.

Those not completed are added to the action list at the bottom of this page.

**Conflict of Interest - [Form attached](#)**

**MOTION:** That the previous minutes be approved and adopted as a true and correct record.

**Moved:** JW

**Seconded:** JZ

**CARRIED**

**Agenda Items:**

**Board Chair appointed:**

**Motion:** That Yvonne Thynne be appointed Chairperson for 2021. Laura Hunter will support as Deputy Chair.

**Moved:** LH

**Seconded:** JZ

**CARRIED**

**Minute** that this year we will continue with Wednesday at 6 pm and we will be reducing to 8 meeting this year.

Board roles and responsibilities and goals for the year. The Board will review a section of the Governance Manual or NZSTA training materials each meeting [see link](#).

**Board Training:** One module per meeting or two modules if no teams presenting. Continued on with this each meeting until completed.

**[Board Training](#)** this meeting.

*Minute: Suggested that next year when we are looking at our strategic goals that we refer back*

to NELP and have a discussion around this.

**Please read through links from School Docs** - We have reviewed the policies required for this meeting

**Property update:** see strategy report for updates.

**Power up/Safe School Streets project-** AT Co ordinator spoke to the board about having a community gathering/get together in a close by street - details available from the school.

**Charter Confirmation:** Charter/Strategic Plan and Annual Plan are ready to be sent to the MOE via the school portal before the due date.

**Moved:** YT

**Seconded:** LH

**CARRIED**

**2021 10 YPP-** Sue has started the survey for the Ministry. In March Yasmin from the Ministry will come out with someone else and go around the school and discuss the survey with Sue.

**Kahui Ako Update: COL:** see strategy report for updates.

**School Investment Package:** see strategy report for updates.

**Administration:**

- Teacher registration - see strategy report
- DP appointment update- SS updated the Board.
- Delegate Authority for NAG 1 to the Principal - **Moved RK/ JW**
- VISA sign off
- Motion Archive Disposal - **Moved RK JW**
- Staff acknowledgement will sort
- Appoint Health and Safety Officer - **Moved RK/ JW**
- Appoint Privacy Officer - **Moved RK/ JW**
- Minute that the Principal will share with staff procedures on disclosures (Whistleblower's Act) - **Moved RK/JW**
- [Unit allocations](#)
- Board training

**Strategy Report: [Link here](#)**

All read and any questions answered.

**Minute** that the Board of Trustees has been given the Assurances added to the Strategy report every meeting.

**EOTC-** see strategy report link here -

**MOTION:** That the Board of Trustees approve the EOTC requests below provided that the Principal sights and approves the RAMS documentation prior to the event.

**Moved:** LH  
**Seconded:** JW  
**CARRIED**

**In Committee 7.24 pm**

**MOTION:** That the Board moves into committee under Section 48 Local Government Official Information and Meetings Act 1987 to discuss a confidential personnel matter.

**MOTION:** That the Minute Secretary remains in the meeting to take the minutes.

See Strategy report

**Moved:** LH

**Seconded:** JW

**Carried**

**Out of Committee 8.04 pm**

**Motion:** That the Board of Trustees approve the Third Party Occupancy application to be sent to the MOE for Chinese classes 3 x per week after school.

**Moved:** LH

**Seconded:** JZ

**CARRIED**

**MOTION:** That the Board of Trustees approve the Final Budget for 2021.

**Moved:** JZ

**Seconded:** RK

**CARRIED**

**Due to early meeting the finance report will be done at the next meeting December and January.**

**Finance Report:**

**MOTION:** That the Board of Trustees accept the Finance report as tabled

**Moved:**

**Seconded:**

**CARRIED**

**Board Newsletter -**

**Visa sign off:** Laura will sign this.

**Correspondence:**

**Inwards:** Resignation from the Board letter from KS.

**Outwards:**

**FOS:**

**Staff acknowledgement -**

**Date of Next Board of Trustees Meeting:** Wednesday to be confirmed

**Meeting Closed: 8.57 pm**

**Approved and adopted as a true and correct record**

**Moved: LH      Seconded: JW**

Signed:



Yvonne Thynne,

Chairperson -

Dated: 25/02 /2021 \_\_\_\_\_

[Actions to be completed](#) Please all look to see if you have any actions to complete by the next meeting. Thanks