

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

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

APOLOGIES: Chris Sheffield,

Notetaker: Laura Hunter

Visitors: Julia, Hannah and Angela and Core team

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: JZ

Seconded: JW

CARRIED

Agenda Items:

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.

Actual vs Budget Variance: discussed the reasons for this, and the opportunity to streamline our processes by changing to Xero.

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

Property update: see strategy report for updates.

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

School Investment Package: see strategy report for updates.

School Hall: The message from the ministry is that it is extremely unlikely that they would agree to a shared project. We need to find alternatives to the hall. (Covered courts? Covered amphitheatre?) To consult with the community in the next board newsletter.

Administration:

- Teacher registration - see strategy report
- VISA sign off
- Staff acknowledgement will sort
- [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 signs and approves the RAMS documentation prior to the event.

Moved: YT

Seconded: RK

CARRIED

In Committee 7.59 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: RK

Seconded: JW

Carried

Out of Committee 8.04 pm

Minute that the March Roll return has been sent off to the Ministry

Moved LH

Seconded RK

Minute that the Board gives authority to Laura to remain as Board signatory.

Due to early meeting the finance report will be done at the next meeting December and January (no report done for Jan)

Finance Report:

MOTION: That the Board of Trustees accept the December a Finance report as tabled.

Moved: YT

Seconded: JZ

CARRIED

Note: The Board does not accept the February report as several discrepancies were identified on Page B/2. To be clarified.

Minute that the term deposits coming up for renewal in April will be amalgamated and refixed for 1 year.

Board Newsletter - Sent out this week.

Visa sign off: Laura will sign this.

Correspondence:

Inwards:

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: Seconded:

Signed:



Yvonne Thynne

Chairperson -

Dated: /2021_____

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

