

**UPPER HARBOUR PRIMARY SCHOOL
BOARD OF TRUSTEES
MINUTES OF MEETING HELD AT UPPER HARBOUR PRIMARY SCHOOL
Wednesday 26th May 2021**

PRESENT: Laura Hunter (Chair), Sue Smith (Principal), Jane Wallwork (Staff), Jeff Zhang, Yvonne Thynne, Adrian Albuquerque, Julie Liu

APOLOGIES: Ragini Kulkarni

Notetaker: Sandra Wagg

Visitors: Julia, James W, Hannah, Angela and Hauora and Cultural team

Minutes of Previous Meeting:

Old business discussed if any:

Hauora and Cultural team presented.

Co-option of new Board Member -

MOTION: Move that the Board of Trustees appoint AA and JL to fill the two standing vacancies on the Board for the remainder of the 3 year term.

Moved: LH

Seconded: JW

CARRIED

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: LH

CARRIED

Agenda Items:

Welcome to our new Board members Julie L and Adrian A. and discuss Code of Conduct.

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.

Review Strategic goal 2 - SS discussed this with everyone.

Please read through links from School Docs - We have reviewed the policies required for this meeting - Protected Disclosure and Reporting to Parents.

Property update: see strategy report for updates. Discussion of Alternative to Hall project. Move that we contact Robert from EBS to move to the next stage.

10YPP update: Sue updated the Board on where we are at.

MOTION: That the Board accepts the 10YPP plan as prepared by Watershed.

Moved: SS

Seconded: JW

CARRIED

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

School Investment Package: see strategy report for updates.

Administration:

- Teacher registration - see strategy report
- VISA sign off
- Staff acknowledgement will sort
- [Unit allocations](#)
- Board training
- Board structure and Reporting

Strategy Report: [Link here](#)

All read and any questions answered.

MOTION: That the Board accepts the request in the strategy report approval to spend \$5000 over and above budget, over the remainder of 2021, to boost morale and wellbeing.

Moved: YT

Seconded: JW

CARRIED

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/JW

Seconded: LH

CARRIED

In Committee 8.55 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: YT

Seconded: JW

Carried

Out of Committee 9.15 pm

Minute that we have formed a Sub Committee for Finance - AA and JZ

Finance Report:

MOTION: That the Board of Trustees accept the February Finance report as tabled. Based on explanation on email on the 7th April from JM Top Class.

Moved: YT

Seconded: JZ

CARRIED

Finance Report:

MOTION: That the Board of Trustees accept the March/April Finance report as tabled. See note below.

Moved: YT

Seconded: JZ

CARRIED

Note: The March/April report is pending due to an explanation re Term deposit dates and interest rate to be clarified.

Board Newsletter - Send out this week.

Visa sign off: Laura will sign this.

Correspondence:

Inwards: Resignation from CS Board Member

Outwards:

FOS:

Staff acknowledgement -

Date of Next Board of Trustees Meeting: Wednesday 23rd June, 2021

Meeting Closed: 9.25 pm

Approved and adopted as a true and correct record

Moved: YT **Seconded:** JW

Signed:

A handwritten signature in blue ink, consisting of a stylized 'Y' followed by a long horizontal line.

Yvonne Thynne

Chairperson -

Dated: 3rd May 2021_____

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