

**UPPER HARBOUR PRIMARY SCHOOL
BOARD OF TRUSTEES
MINUTES OF MEETING HELD AT UPPER HARBOUR PRIMARY SCHOOL
Wednesday 23rd June 2021**

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

APOLOGIES:

Notetaker: Sandra Wagg

Visitors: Julia, James W, Hannah, Angela and Design for Learning and COL team

Minutes of Previous Meeting:

Old business discussed if any:

Design for Learning and [COL](#) team presented.

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: YT

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. [Strategic Goal 3](#)

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 - [Health Curriculum Statement](#), Reporting to Parents and Visitors.

Minute that the Board of Trustees have a focus group to re word reporting to parents policy on School Docs.

Moved: RK

Seconded: JZ

CARRIED

YT and AA Reported back on the Chairperson training that they attended at Greenhithe Primary with other Board chairs and members.

Report back on Whānau ki te Ako Stewardship Group [meeting minutes](#)

Property update: see strategy report for updates.

Letter from Robert Palmer EBS re Shade Canopy Project on the 2 Courts.

MOTION: That the Board of Trustees approve Robert Palmer from EBS to project manage the Shade Canopy project on the Courts.

Moved: YT

Seconded: JW

CARRIED

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

Kahui Ako Update: COL: 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.

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: LH

CARRIED

In Committee 8.39 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 8.47 pm

Finance Report:

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

Moved: JZ

Seconded: AA

CARRIED

Board Newsletter.

Visa sign off: Laura will sign this.

Correspondence:

Inwards: Letter from Robert Palmer EBS re Shade Canopy Project on the 2 Courts.

Outwards:

FOS:

Staff acknowledgement -

Date of Next Board of Trustees Meeting: Wednesday 18th August, 2021

Meeting Closed: 9.25 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

