



Minutes of Coatesville School Board of Trustees Meeting

Date:	Thursday 4 April 2024
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Meeting Opened:	6:38pm
Meeting Closed:	10:27pm

Present:	Belinda Finlayson Karina Mitchell Caleb Rosamond Anna Liguori Bridget Wood Aaron Dando Richard Johnson (Principal)
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Item 1: Action items from the previous meeting

Action	Who	Outcome
Updated Finance Report to presented at the next meeting	Aaron	Completed
Revise previous minutes as per discussion	Caleb	Completed
Discuss the Supply of Toys for Fundraising Activities (Draft) & Environmental Sustainability and Management (Draft) Policies with the Friends of the School. Bring feedback to next meeting	Karina	Completed
Revise Concerns & Complaints Policies based on Board feedback and discussion	Anna	Completed
Provide FoTS Board meeting dates to avoid scheduling in the same week	Karina	Completed
Consider what Board Communications should look like for 2024	Board	Deferred to next meeting

Item 2: Consent agenda

For approval:
2.1 Apologies and Correspondence 2.2 Approval of minutes from the previous meeting 2.3 Finance report 2.4 Chairperson’s report 2.5 Principal’s report 2.6 Conflicts of interest
Matters arising:
<ul style="list-style-type: none"> - 2:2 Minutes from both 27 Feb, & 14 March for approval - 2:3 Finance report - Action following the maturing of term deposit on 12 April

Actions arising	Who	When
New term deposit to be opened after 12th April as discussed	Aaron & Karina	By next meeting
Review term deposit structure once the final payment for the new playground has been made	Board	After final playground payment

Approved:	Belinda and Bridget
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Item 3: Principal’s Report Recommendations

Self Review: For discussion and ratification Strategic Planning 2024-25 - Annual Implementation Plan 2024
Matters arising:
<ul style="list-style-type: none"> - Revisions discussed and implemented

Approved:	Unanimous
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Policies for Review: For discussion and approval Student Achievement Information, Recognising Student Achievement, Reporting to Parents on Student Progress and Achievement
Matters arising:
<ul style="list-style-type: none"> - Revisions discussed and implemented

Approved:	Unanimous
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Property: Multipurpose Room Upgrade, Assembly Area Redevelopment, New 'Waka' playground

Matters arising:

- The material composition of some of the cladding of the Multipurpose Room needs to be confirmed before work is done on the exterior
- Details & scope of the Multipurpose Room project to be confirmed with Martyn Heselden
- Expenditure Policy to be updated regarding the threshold amount for obtaining "competitive quotes"
- Inclusion of the additional apparatus (e.g monkey bars) will require an increase in the original budget of the new 'Waka' playground project

For Approval: Revision to 'Expenditure' Policy

Competitive quotes are obtained for capital items or operating expenses, for lease or purchase, over **\$20,000 (excl GST)**

Approved:	Unanimous
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For Approval: Budget for Multipurpose Room Upgrade

The total budget for the Multipurpose Room Upgrade to be \$60,000

Approved:	Unanimous
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For Approval: Quote for Assembly Area Redevelopment

Accept quote from Martyn Heselden for the Assembly Area Redevelopment

Approved:	Unanimous
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For Approval: Increase to Budget for New Playground

Increase the budget for the new 'Waka Playground' by \$15,000 for the additional apparatus

Approved:	Unanimous
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Action arising	Who	When
Confirm the material composition of the cladding of the Multipurpose Room	Richard & Karina	Before commencement of works on the exterior
Confirm final details and scope of the work to be completed by Martyn Heselden on Multipurpose Upgrade Project	Richard	By next meeting

Item 5: Health & Safety

Matters arising:
- Nil

Item 6: In Committee

Matters arising:
- Nil

Item 7: Other matters

<ul style="list-style-type: none"> - FOTS: update plus meeting attendance - Board/staff breakfast - Items for Board Spotlight - Kahui Ako update
Matters arising:
<ul style="list-style-type: none"> - Next FOTS meeting date has not been set yet - Kahu Ako Representative - Board supplied morning tea for staff on Wednesday 10th April - Board Spotlight - Next Spotlight to be in first school newsletter of Term 2 - Mandated Curriculum Teacher Only Days - Tuesday 4th June & Friday 15th November

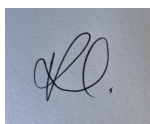
For Approval: Kahui Ako Board Representative
Karina Mitchell

Nominated by:	Belinda Finalyson
Approved:	Unanimous

Action items for the NEXT meeting

Action	Who	When
New term deposit to be opened after 12th April as discussed	Aaron & Karina	By next meeting
Review term deposit structure once the final payment for the new playground has been made	Board	After final playground payment
Confirm the material composition of the cladding of the Multipurpose Room	Richard & Karina	Before commencement of works on the exterior
Confirm final details and scope of the work to be completed by Martyn Heselden on Multipurpose Room Upgrade Project	Richard	By next meeting

Signed:



(Presiding Member)

Date: 13/5/24