



Minutes of Coatesville School Board of Trustees Meeting

Date:	Wednesday 12 June 2024
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Meeting Opened:	6:38pm
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Meeting Closed:	10:30pm
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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
Examine Learning Support procedures and bring questions/comments to the next meeting	Board	Completed
Share Learning Support procedures with staff and bring their questions/comments to the next meeting	Richard	Completed
Obtain a second quote to paint the exterior of Room 5-8 and 9 & 10	Richard	Completed
Create and add additional content regarding the Board to the school website	Anna	Ongoing
Acknowledge support staff on 23rd May for 'Support Staff' Day	Board	Completed

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:
- Nil

Approved:	Unanimous
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Item 3: Principal's Report Recommendations

Personnel - Appointments: For approval
- Ratify the appointment of Amie Judge

Approved:	Unanimous
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Property: Exterior Painting of Room 5-8 and 9 & 10
Matters arising:
- The details of the various quotes for the exterior painting were discussed

Action arising	Who	When
Review the details of the quotes submitted by Platinum Painters & Supercity Property Services	Richard	By next meeting

For Approval: Exterior Painting of Room 5-8 and 9 & 10
Richard to have the delegated authority to confirm the successful tender, based on the quotes examined by the Board

Approved:	Unanimous
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Item 4: Learning Support Policy Review

Matters arising:
- Learning Support Policy examined and discussed

Action arising	Who	When
- Nil		

Item 5: EOTC Policy Reviews

Matters arising:
- EOTC policies examined and discussed

Action arising	Who	When
Termly EOTC assurance and annual review of EOTC events to be added to Board work plan	Richard & Board	By next meeting
Update EOTC Event Planning and Approval policy: <ul style="list-style-type: none">- Low & medium risk events to be approved by the Principal.- High risk & overnight events to be approved by the Principal and the Board of Trustees	Richard	By next meeting
Begin customising EONZ Safety Management Plan Template and Toolkit forms	Richard & Caleb	By next meeting
Present EOTC Event Proposals for end of year camps at Camp Bentzon and MERC	Caleb	At next meeting

Item 6: Health & Safety

Matters arising:
- Current Health & Safety practices to be reviewed

Action arising	Who	When
Share Health & Safety slides from NZSTA	Bridget	By September meeting
Share discussion document for Health & Safety action plan	Bridget	By September meeting

Item 7: Other matters

<ul style="list-style-type: none"> - Comms Calendar - Items for Board Spotlight - FOTs update - Kahui Ako Update - Succession Planning
Matters arising:
<ul style="list-style-type: none"> - Board mid year email to whānau <ul style="list-style-type: none"> - To be sent around August 7th - Call for whānau interest in being a Board member - Board morning tea for staff - Friday 5th July - Items for Board Spotlight <ul style="list-style-type: none"> - EOTC Policy review - Reading Olympics - Call for whānau interest in being a Board member - FOTS: update <ul style="list-style-type: none"> - Quiz night 3rd August - FOTS to submit written request to the Board to serve alcohol - Designated persons in charge to ensure compliance with alcohol policy <ul style="list-style-type: none"> - Richard; event start to 10pm - Bridget & Belinda; from 10pm till close - Childcare expenses <ul style="list-style-type: none"> - Board members claiming childcare expenses to enable them to attend meetings

Action items for the NEXT meeting

Action	Who	When
Review the details of the quotes submitted by Platinum Painters & Supercity Property Services	Richard	By next meeting
Termly EOTC assurance and annual review of EOTC events to be added to Board work plan	Richard & Board	By next meeting
Update EOTC Event Planning and Approval policy: <ul style="list-style-type: none"> - Low & medium risk events to be approved by the Principal. - High risk & overnight events to be approved by the Principal and the Board of Trustees 	Richard	By next meeting
Begin customising EONZ Safety Management Plan Template and Toolkit forms	Richard & Caleb	By next meeting
Present EOTC Event Proposals for end of year camps at Camp Bentzon and MERC	Caleb	At next meeting
Share Health & Safety slides from NZSTA	Bridget	By September meeting

Share discussion document for Health & Safety action plan	Bridget	By September meeting
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Signed:



(Presiding Member)

Date: 12/08/2024