



# Minutes of Coatesville School Board of Trustees Meeting

<b>Date:</b>	<b>Tuesday 27th February 2024</b>
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<b>Meeting Opened:</b>	6:35pm
<b>Meeting Closed:</b>	10:49pm

<b>Present:</b>	Belinda Finlayson Karina Mitchell Caleb Rosamond Anna Liguori Bridget Wood Richard Johnson (Principal)
<b>Apologies</b>	Aaron Dando

## Item 1: Action items from the previous meeting

Action	Who	Outcome
- Revise/create Strategic Goals in response to discussion	Richard	Completed
- Check availability for proposed meeting dates for 2024	Board	To be confirmed under Item 7
- Create a 2024 Board policy work plan	Richard & Karina	Completed

## Item 2: Consent agenda

<b>For approval:</b>
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
<b>Matters arising:</b>
- Finance Report - Minutes from previous meeting

Actions arising	Who	When
- Updated Finance Report to presented at the next meeting	Aaron	By next meeting
- Apply revisions to 25th January minutes as per discussion	Caleb	ASAP

<b>Approved:</b>	Belinda & Anna
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#### **Item 4: Principal's Report Recommendations**

Self Review - Strategic Planning 2024-25
Matters arising:
- Nil

Actions arising	Who	When
- Share the completed strategic goals as per the draft template	Richard	By Monday 4th March

Policies for Review
Matters arising:
<ul style="list-style-type: none"> <li>- Board feedback and revisions discussed regarding; <ul style="list-style-type: none"> <li>- Home Learning Policy &amp; Procedures Policy</li> <li>- Concerns &amp; Complaints Policies</li> </ul> </li> <li>- Supply of Toys for Fundraising Activities (Draft Policy) &amp; Environmental Sustainability and Management (Draft Policy) to be reviewed after feedback from Friends of the School</li> </ul>

Actions arising	Who	When
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	By next meeting
Revise Concerns & Complaints Policies based on Board feedback and discussion	Anna	By next meeting

**2024 Budget**

Matters arising:

- Special Needs: Budget amount may be revised in response to current needs

**Actions arising****Who****When**

- Nil

**Approved:**

Unanimous

**Personnel - Appointments**

Matters arising:

- Nil

**For Approval:**

- Ratify the appointment of Allie Stucke

**Approved:**

Unanimous

**Property: 5YA Project: #1252-23-07 - AMS Combined - 3, 6, 4, 8: ILE and DQLS Upgrades**

Matters arising:

- Nil

**For Approval:**

- Proceed with the detailed design

**Approved:**

Unanimous

**Item 5: Health & Safety**

Matters arising:

- Nil

Action arising	Who	When
- Nil		

### **Item 6: In Committee**

Matters arising:
- Nil

### **Item 7: Other matters**

<ul style="list-style-type: none"> <li>- FOTS: update plus meeting attendance</li> <li>- Board/staff breakfast</li> <li>- Items for Board Spotlight</li> <li>- BOT communication</li> <li>- CoL Update</li> </ul> <p><b>2024 meeting dates</b></p> <ul style="list-style-type: none"> <li>- Term 1: Thurs 14th March - policy discussion only Thurs 4th April (from Thurs 28th March)</li> <li>- Term 2: Wed 8th May (from Thurs 9th May); Wed 12th June (from Thurs 13th June)</li> <li>- Term 3: Wed 7th August (from Thurs 1st Aug); Thurs 5th Sept (no change)</li> <li>- Term 4: Thurs 7th Nov; Tuesday 10th Dec or Thursday 12th Dec TBC (no changes)</li> </ul>
Matters arising:
<ul style="list-style-type: none"> <li>- Next FoTS Meeting; Thursday 29th Feb at 1:45pm at Black Cottage</li> <li>- Board Communication <ul style="list-style-type: none"> <li>- What should this look like for 2024? Ideas/thoughts needed for Board communicating with whānau and staff</li> </ul> </li> <li>- Board Spotlight; <ul style="list-style-type: none"> <li>- Refresh of Room 11-13</li> <li>- Review of home learning &amp; other policies/process</li> <li>- Playground replacement on track</li> </ul> </li> </ul>

Action arising	Who	When
Provide FoTS Board meeting dates to avoid scheduling in the same week	Karina	ASAP
Consider what Board Communications should look like for 2024	Board	Next meeting

### **Action items for the NEXT meeting**

<b>Action</b>	<b>Who</b>	<b>When</b>
Updated Finance Report to presented at the next meeting	Aaron	By next meeting
Revise previous minutes as per discussion	Caleb	ASAP
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	By next meeting
Revise Concerns & Complaints Policies based on Board feedback and discussion	Anna	By next meeting
Provide FoTS Board meeting dates to avoid scheduling in the same week	Karina	ASAP
Consider what Board Communications should look like for 2024	Board	Next meeting

Signed:



(Presiding Member)

Date: 5/4/24