



## Minutes of Coatesville School Board of Trustees Meeting

<b>Date:</b>	<b>Wednesday 7 August 2024</b>
--------------	--------------------------------

<b>Meeting Opened:</b>	6:35pm	Item #11 In; 11:28pm - Out; 11:33pm
<b>Meeting Closed:</b>	11:33pm	

<b>Present: (Board)</b>	Belinda Finlayson (via Google Meet) Karina Mitchell Caleb Rosamond Anna Liguori Bridget Wood Aaron Dando Richard Johnson (Principal)
<b>DP &amp; Team Leaders:</b>	Corin Armstead, Jo Davidson, Melissa Blignault (left 7:30pm)
<b>Observer:</b>	Mike Taylor (left 10:50pm)

### **Item 1: Mid-Year Review of Student Achievement**

Matters arising:
<ul style="list-style-type: none"> <li>- Mid-Year Student Achievement Results &amp; Analysis was shared by the Deputy Principals and Team Leaders. Discussion included any variation in achievement within cohorts (i.e between genders, ethnicities etc)</li> <li>- What and how the Board communicates current student achievement to the community</li> </ul>

Action arising	Who	When
<ul style="list-style-type: none"> <li>- Draft and share communication with parents regarding the Mid-Year Review of Student Achievement</li> </ul>	Karina & Richard	By Friday 16th August

### **Item 2: Action items from the previous meeting**

Action	Who	Outcome
Review the details of the quotes submitted by Platinum Painters & Supercity Property Services	Richard	Completed
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"> <li>- Low &amp; medium risk events to be approved by the Principal.</li> <li>- High risk &amp; overnight events to be approved by the Principal and the Board of Trustees</li> </ul>	Richard	Completed
Begin customising EONZ Safety Management Plan Template and Toolkit forms	Richard & Caleb	Ongoing
Present EOTC Event Proposals for end of year camps at Camp Bentzon and MERC	Caleb	Completed

### **Item 3: 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
Matters arising:
- Nil

<b>Approved:</b>	Belinda Finlayson & Anna Liguori
------------------	----------------------------------

### **Item 4: Principal's Report Recommendations**

<b>Property: Pool Painting</b>
Matters arising:
<ul style="list-style-type: none"> <li>- Quotes for the repainting of the school were considered</li> <li>- An application for a grant from Pub Charity Ltd is underway</li> <li>- Various other funding options to contribute towards the cost of the pool painting were discussed</li> </ul>

Action arising	Who	When
- Ask FoTS if they will contribute towards the cost of repainting the pool from the money raised from Ag Day	Anna	Next FOTS meeting
- Obtain an additional quote from the company that recently painted Warkworth Primary School pool	Aaron	By next meeting

- Investigate the details (paint specifications etc) of the quotes already obtained		
---	--	--

**For Approval: Pub Charity Grant Application**

The Coatesville School Board of Trustees has resolved to apply to Pub Charity Ltd for a grant of \$25,000 to repaint our school and community pool

<b>Approved:</b>	Unanimous
------------------	-----------

**Item 5: Policy Review**

**Sport at Coatesville School & Parental Involvement**

Matters arising:

- Policies were reviewed and discussed

**Exit Interviews**

Matters arising:

- Model School Docs Policy was reviewed and discussed

Action arising	Who	When
- Proposed additions to be added to the Exit Interview policy	Richard	By next meeting

**For Approval: Exit Interviews Policy**

The 'model' Exit Interviews policy provided by School Docs to be adopted by the school (subject to additions)

<b>Approved:</b>	Unanimous
------------------	-----------

**Item 6: EOTC Activity Proposals**

**MERC (long Bay) & Camp Bentzon (Kawau Island)**

Matters arising:

- The detail of the MERC & Camp Bentzon (Kawau Island) activity proposals were reviewed and discussed

Action arising	Who	When
- Submit the RAS for MERC and Camp Bentzon to Board for feedback	Caleb	By Nov Meeting

**For Approval: MERC EOTC Activity Proposal**

The Board of Trustees grants 'initial approval' for the Year 3 & 4 EOTC activities at MERC

<b>Approved:</b>	Unanimous
------------------	-----------

**For Approval: Camp Bentzon EOTC Activity Proposal**

The Board of Trustees grants 'initial approval' for the Year 5 & 6 EOTC activities at Camp Bentzon

<b>Approved:</b>	Unanimous
------------------	-----------

**Item 7: Audit Report**

Matters arising:

- Recent audit of the financial statements and the follow up actions was shared and discussed

Action arising	Who	When
- Implement the actions as presented in the Audit Report	Richard & Karina	Ongoing

**Item 8: Gifts Policy**

Matters arising:

- Existing 'Gifts' policy was examined and discussed

Action arising	Who	When
- Bring staff awareness to contents of the Gifts policy	Richard	By next meeting

## **Item 9: Health & Safety**

Matters arising:

Nil

## **Item 10: Other matters**

- Comms Calendar
- Items for Board Spotlight
- FOTs update
- Kahui Ako Update (see pre-reading in Shared Drive)
- Succession Planning
- Ratification of email decision to approve FOTS providing alcohol at quiz night

Matters arising:

- Comms Calendar
  - Student Achievement Information (via Hero)
- Items for Board Spotlight
  - Student Achievement information (already shared via Hero)
  - Thank you to FOTS for the Quiz Night
  - Call to those interested in joining the Board
  - Playground upgrades

### **For Ratification: Serving Alcohol at FOTS Quiz Night**

The Board of Trustees approves the sale of alcohol at the FOTS Quiz night on Saturday 3rd August

<b>Approved:</b>	Unanimous
------------------	-----------

## **Item 11: In Committee**

Matters arising:

- Nil

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

<b>Action</b>	<b>Who</b>	<b>When</b>
- Draft and share communication with parents regarding the Mid-Year Review of Student Achievement	Karina & Richard	By Friday 16th August

- Ask FoTS if they will contribute towards the cost of repainting the pool from the money raised from Ag Day	Anna	Next FOTS meeting
- Obtain an additional quote from the company that recently painted Warkworth Primary School pool - Investigate the details (paint specifications etc) of the quotes already obtained	Aaron	By next meeting
- Proposed additions to be added to the Exit Interview policy	Richard	By next meeting
- Submit the RAS for MERC and Camp Benzton to Board for feedback	Caleb	By Nov Meeting
- Bring staff awareness to contents of the Gifts policy	Richard	By next meeting

Signed:



(Presiding Member)

Date: 13/09/24