

Bucklands Beach Primary School Board of Trustees

Date: 11th February 2021

Time: 7:30am

Location: BBPS

Board Members: Diana Haxton (Chairperson), Kieran Turner, Grant Lowe, Henry Chiang, Kelly Slater-Brown (Principal), Carole Crompton (Staff rep).

Attendees: Moira Rowlands (Minute Taker)

Apologies: Claudette Weir

Nominations for positions 2021

Chairperson

Nominated: Diana Haxton

Moved: Kieran Turner

Seconder: Kelly Slater-Brown

Approved

Vice - Chairperson

Nominated: Kieran Turner

Moved: Kelly Slater Brown

Seconder: Carole Crompton

Approved

Property / Finance

Nominated: Grant Lowe

Moved: Diana Haxton

Seconder: Kieran Turner

Approved

Nominated: Kieran Turner

Moved: Grant Lowe

Seconder: Diana Haxton

Approved

Community engagement and planning

Nominated: Diana Haxton

Moved: Carole Crompton

Seconder: Kelly Slater-Brown

Approved

Seconded: Henry Chiang

Carried

Delegated Appointment of a Privacy Officer

The Board approves the appointment of the Principal Kelly Slater-Brown as the Privacy Officer.

Moved: Diana Haxton

Seconded: Henry Chiang

Carried

Meeting opened: 7:40am

Confirm Minutes

Minutes of December meeting confirmed:

The minutes from the 11th December 2020 meeting are a true and correct record

Date: 11th February

Moved: Carole Crompton

Seconder: Grant Lowe

Approved:

Matters arising from previous minutes:

- All the information needed for the budget has been collected
- Confirmation of the TOD on 16th December
- Delegation for authority around Support Staff to still be reviewed.

Registers Register - None

Correspondence In and Out - None

Actions from Previous Meetings:

- CCTV proposals - waiting on one quote
- Look at upgrading alarm system - get quotes
- Henry Chiang is now the administrator on Wechat

Policy Review Schedule: Attached in site

Nominated: Henry Chiang

Moved: Diana Haxton

Seconder: Kelly Slater-Brown

Approved

Policy and Risk

Nominated: Claudette Weir

Moved: Diana Haxton

Seconder: Henry Chiang

Approved

Meeting opened: 7:40pm

Delegated Authority

Delegated Authority for the Principal

The school delegates to the principal the power to:

- 1 To initiate competency processes under clause 3.3.2 of the Primary Teachers Collective Agreement (STCA) and any other complaints agreements.
- 2 Pursuant to clause 3.4.1 of the PTCA or any other employment agreement/s to (a) determine whether disciplinary processes should be initiated; and (b) make initial enquiries to establish whether disciplinary processes should be initiated.
- 3 That the Board Chairperson is notified of any initiation of competency or disciplinary.

Moved: Diana Haxton

Seconded: Henry Chiang

Carried

Delegated Authority for the Acting Principal

The Board directs that, except where the Board, as it's discretion otherwise determines, the Deputy Principal Carole Crompton (and in the absence of the Deputy Principal Moira Rowlands), shall, in the absence of the principal from duty and for the full period of such absence, perform all the duties and powers of the Principal.

Moved: Diana Haxton

Seconded: Henry Chiang

Carried

Delegated Authority for Finance

The board requires two signatures for the signing of all payments. The signatories for online payments will be a combination of any two of the following; the Principal, the Deputy Principal, a member of the Finance committee.

Moved: Diana Haxton

Management Reports:

Principal Report:

- Tabled as read
- Draft Strategic Plan will be sent out
- The areas of focus will be Wellbeing, Maths, and Priority learners,
- Jillian Redpath has been accepted to the MST(Maths Specialist Teacher) programme for 2021
- Swimming pool agreement - review
 - Closing time to be stated as 8:00pm
 - Self locking gate / swipe cards / timestamps to be investigated
 - Examples of acceptable and unacceptable behaviour to be included
 - Ability to revoke the use of keys
 - Guidelines need to be more specific
 - Change age to 18 years old
 - Appropriate swimwear to be specified
 - Person is needed to come daily to test the pool and add chemicals
 - Review the costs of having the pool open over the summer to set 2021 fee.
- Te Reo tutor working across the school this year - trailing a new model with our school
- BOT dates set - August, September, November meetings will start at 7:00pm

Approved items:

- BOT work plan attached in site
- Analysis of Variance

Finance / Property report: K. Turner / G Lowe

FINANCE:

2021 Budget

- Queries answered

2021 Budget approved

Moved: Grant Lowe

Seconded: Kieran Turner

Carried

PROPERTY:

- Builder has not turned up to finish the gap - five months on. Cables are still exposed, perhaps look at finding someone else to fix.
- Architects coming today to look at next project - office and hall

Community and Engagement: D. Haxton / H Chiang

- Meeting will be arranged over the next month to discuss plans for 2021.

Risk & Policy - C Weir

Close Meeting

Time: 8:34am

Next Meeting: 25th March 7:00pm

Where will the next meeting be: BBPS

Handwritten signature: Kate - B

Handwritten signature: [unclear]