

**MINUTES OF KAPAKAPANUI SCHOOL
BOARD OF TRUSTEES MEETING
Tuesday 21 February 2023 at 7.00pm**

Present

Craig Vidulich, Mike Roberts, Meredith Pearson, Anna McKenzie Hawea, Lucy Tristram, Sheree Fifield, Kiriana Papara and Jeanette Turkington

Apologies

Opened meeting with a Karakia

Welcome

Alison Roberts SENCO was introduced to the Board and she talked about her role as SENCO. Alison presented her report on students with learning disabilities. Explained to the Board how funding is applied for and what criteria needs to be met to receive government funding. ESOL student funding was also discussed. A proposal was tabled to fund a Teacher Aide.

Motion: Approve Alison's proposal for \$30,000 Board funding to help provide additional support for vulnerable students at our school.

Moved: Anna **Seconded:** Kiriana **Approved**

Call for nominations for Presiding Member:

Mike Roberts nominated

No other nominations.

Mike Roberts elected as Presiding member.

The Board delegates the appointment of Principal Appraiser to Presiding Chair.

Delegation of Responsibility to the Principal

The board delegates the day-to-day implementation of many of its responsibilities and the supporting operational policies and procedures to the principal, but does not delegate the board's accountability.

At Kapakapanui School, the board is responsible for the following board-level overarching policies:

- Curriculum and Student Achievement Policy
- Documentation and Self-Review Policy
- Employer Responsibility Policy
- Finance and Property Management Policy
- Health, Safety, and Welfare Policy
- Legislation and Administration Policy

Motion: Delegate day to day responsibility to the Principal

Moved: Mike **Seconded:** Sharee **Approved**

Approve staff leave

A teacher has requested LWOP term 3 2023 to go overseas.

Motion: Approve leave

Moved: Meredith **Seconded:** Kiriana **Approved**

Decisions

Final Budget 2023 tabled.

Motion: Accept the 2023 budget

Moved: Meredith **Seconded:** Anna **Approved**

Principal's Report

School Strategic Priorities

Charter - Strategic goals have been adapted for 2023.

Motion: Approve Charter for 2023

Moved: Mike **Seconded:** Anna **Approved**

Principal Appraiser

Proposal from Laura Snowden to work with the Principal again this year.

Motion: Accept proposal from Laura Snowden

Moved: Mike **Seconded:** Meredith **Approved**

As per ruling from the 'Local Government Official Meeting and Information Act 1987' the Board put forward a motion to 'move in committee' at 8.24 p.m. to read and discuss the Principal Appraisal End of Cycle report.

Moved: Mike

Out 8.41pm

Finance Reports for December 2022 - tabled

Motion : Finance reports for December are accepted:

Moved: Mike **Seconded :** Kiriana **Accepted**

Provisiosn for Cyclical Maintenance

Motion: Approve provision of \$17,000 as per annual Cyclical Maintenance project.

Moved: Mike **Seconded:** Lucy **Approved**

Schooldocs

Mike rang STA for advice on Board members reading policies and reviews. It is the Principal's job to read all policies as delegated by the Board. Policies are available for all members to read and review.

Action: Mike email STA to clarify BoT responsibilities.

Discussion around Covid response at Camp. Going forward, look at camps closer to home.

Board Catch Up

24 March.

Minutes from last meeting

Minutes from the last meeting were accepted as a true record.

Moved : Mike

Seconded: Meredith

Accepted

Agenda Items for next meeting

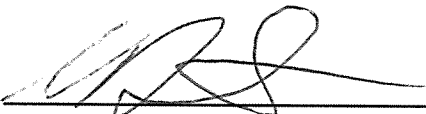
Funding TAs

Board review of schooldcos

Meeting closed at 9.20pm

Date for next meeting 29 March at 6pm

Signed



Presiding Board Member

Action Points

Email STA to clarify BoT policy review responsibilities	Mike
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