**LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)**

**Minutes of the Meeting Held on Monday, 13 February 2023**

**Present:** Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson, Matt Hunt, Vito Lo Iacono, Amanda Luxford

**Apologies:** Nil

**Meeting:** Opened at 7.10pm

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| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **1. Administration**  **Welcome**  **1.1 Elect Board Chair**  **1.2 Declaration of Interest**  **1.3 Approve Change of**  **Agenda if Necessary**  **1.4 Confirmation of**  **Minutes**  **1.5 Actions from the**  **Previous Meeting** | Melanie opened the meeting with her mihi and showed a video regarding the 3 different types of pepeha.  Kathy called for nominations for Presiding Member. Lloyd was nominated and he accepted. **Vito/Matt. Carried**  There were no declarations of interest within this Agenda.  There were no changes to the Agenda.    The minutes of the meeting held on 5 December 2022 were accepted and signed as a true and correct record.  Matt’s action to continue the conversation re connecting with the wider community to stay in place.  All other actions completed.  Board member visits at morning tea to be rostered. The first one will be on Thursday, 2 March. | Attend morning tea – 11am, Thursday, 2 March | Karl and Vito | 2 March |
| **2. Decisions**  **2.1 Policy Reviews:**  **Legislation and Admin**  **Policy**  **2.2 Budget to be Approved**  **2.3 2023 Annual Plan to be**  **Approved**  **2.4 BoT Meeting Date to be**  **Changed** | Karl has read through the Policy and believes no changes are necessary. All looks ok.  Discussion regarding fluctuations in salary support grants and the potential for building costs running over budget. Total income is slightly less than in 2022, but we have reserves in the bank.  **Motion: “I move that the 2023 Budget be accepted”**  **Karl/Julia. Carried.**  The Strategic Plan was updated last year, so only the Annual Plan portion needed approval. The Community Register part needs to be removed and a discussion ensued regarding developing a measure and understanding the community by having more opportunities for engagement. The W.A.T.P. Hui is on Wednesday and staff are trying to not repeat what was discussed last year. The plan is to hold Hui in Week 3 of each term, and parents will be asked to say what they’d like to hear about at the next one.  It was agreed it would be good to try to commit to having two Board members attending school community functions. Discussion about building relationships through social engagements and how to go about that, eg, possibly celebrating the new build by having an opening ceremony, a bbq and a bouncy castle on site.  Under Grow Cultural Sustainability, update the wording from “Develop LBS framework” to “Learning Through Play continues to develop/evolve”  The 23rd of October is Labour Day, so the October meeting will be changed to Tuesday, 24th. | Update wording. Remove “Community Register ….” And replace with 1 – 2 Board members to be present at school community events.  Add “Community Engagement” to each Agenda for a quick discussion about upcoming events and make a calendar item.  Update wording and send out to the community.  Update calendar. | Melanie  Melanie  Melanie  Melanie | ASAP  ASAP  ASAP  ASAP |
| **3. Discussions**  **3.1 2022 Strategic Plan –**  **Āwhinatia: Build**  **Connections**  **3.2 End of Year Data**  **3.3 Wellbeing** | The measure was decided under Decisions.  Melanie showed a video from Harvard re Equity and being equitable.  As read.  The data for the end of 2022 was very pleasing. It was decided to look at the wording around the Year 2 (Covid group) children to be more clear that they are tracking as expected.  The Board summary for the newsletter will state that the 2022 data has been reviewed and is tracking along nicely, and will also remind parents that they are always welcome at Board meetings.  All staff were invited to the Teacher Only Day and one of the activities was the Emotional Culture Deck. The WHO says that wellbeing is “knowing your strengths, how you cope, being productive and giving back to community”.  Matt spoke about a Growth Tree and the Above/Below Line where staff will look at how they model values to children. That will be worked on at the June Teacher Only Day. | Decide whether to change wording.  Write a Board Summary for the newsletter.  Send any information regarding Growth Trees and Above/Below Lines to Melanie. | Melanie  Julia  All | ASAP  ASAP  ASAP |
| **4. Monitoring**  **4.1 Principal’s Report** | As read.  Brief discussion about the slightly lower roll to start the year. There will be lower class numbers for 2023, but a teacher for 2024 could potentially be lost unless the roll increases.  Discussion about “Summer in the Bay”. Matt asked if there could be a teacher activity. Melanie said she will ask staff who is available to be there and at what times.  Matt closed the meeting with a whakatauki and said he will do his mihi at the next meeting. | Check staff availability. | Melanie | ASAP |

The meeting closed at 8.35pm. Next Meeting: 7.00pm, Monday,

These minutes are accepted as a true and correct record.

**Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action Points:**

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| **BoT Member** | **Action** | **Timeframe** |
| Karl & Vito | Attend morning tea – 11am, Thursday, 2 March | 2 March |
| Melanie | Update wording in the Annual Plan. Remove “Community Register ….” And replace with “1 – 2 Board members to be present at school community events”.. | ASAP |
| Melanie | Add “Community Engagement” to each Agenda and make a calendar item. | ASAP |
| Melanie | Update wording and send out to the community. | ASAP |
| Melanie | Update Board meeting calendar. | ASAP |
| Melanie | Decide whether to change the wording in the 2022 Year End Data around Year 2 children results and monitoring. | ASAP |
| Julia | Write a Board Summary for the newsletter | ASAP |
| All | Send any information regarding Growth Trees and Above/Below Lines to Melanie. | ASAP |
| Melanie | Check staff availability for the Summer in the Bay event. | ASAP |