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

**Minutes of the Meeting Held on Monday, 17 February 2025**

**Present:** Melanie Dean (Principal), Lloyd Percival (Presiding Member), Julia Blackburn (Vice Presiding Member), Karl Emson (from 7.40pm), Vito Lo Iacono, Matt Hunt,

Johnson Witehira, Amanda Luxford

**Apologies:** Nil

**Meeting:** Opened at 7.00pm

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| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **1. Administration****Welcome****1.1 Declaration of Interest****1.2 Approve Change of**  **Agenda if Necessary****1.3 Confirmation of**  **Minutes****1.4 Actions from Previous**  **Meeting****Elect Presiding Member** | Melanie opened the meeting with a whakatauki.There were no declarations of interest within this agenda.There were no changes to the Agenda, except for holding the Election of the Presiding Member until Karl arrived. The minutes of the meeting held on 2 December 2024 were accepted as a true and correct record.All completed except for:Policy Reviews – Financial Conflicts of InterestNewsletter RosterLloyd Percival has decided to stay on the Board until the September election, but stood down as Presiding Member. Nominations were called for and Vito nominated Karl, who accepted and was duly elected. **Vito/Johnson. Carried.** | Create a Financial Conflict of Interest RegisterMake a roster for newsletter summaries | MelanieMelanie | ASAPASAP |
| **2. Decisions****2.1 Policy Reviews:** **Health, Safety & Welfare** **Policy;**  **Safety Management** **System****2.2 Strategic Plan and**  **Attendance Review****2.3 Board Calendar****3. Discussions****3.1 2024 End of Year Data****3.2 Board Role in Refreshed** **Curriculum****3.3 Wellbeing****3.4 Auditor’s Confirmation**  **Report****3.5 Principal PGC** | Lloyd asked if Jo Graham is still the Health & Safety contact. She is, along with Melanie, and they just did a Health & Safety Audit last week. After a brief discussion, it was agreed that only major issues should be reported to the Board, but most issues can be dealt with by John.Health & Safety performance goals are reviewed once per year by the Health & Safety committee.Melanie has added in absenteeism/attendance awareness to the Plan. Attendance information is shared in newsletters. Discussion regarding non-attendance and the reasons for it.Melanie had made a new calendar from NZSTA and SchoolDocs information, so everything is covered in there up till 2027.Melanie had produced the data in a slightly different way to normal and everyone liked the new format. Discussion regarding different expectations between year groups and target learners and how to accelerate their learning in a suitable manner for each child.Nobody had attended the meeting re the refreshed curriculum, so Melanie had written a quick synopsis of the information so Board members are aware in case of any questions they may get asked at the Hui on Wednesday. Melanie said the staff are taking things slowly, discussing changes for teachers, ideas for people to share, planning, etc, and sharing at meetings. English and Maths are gazetted for 2025. She explained that the curriculum is very “narrow” with children having to learn at a level they may not be at yet, or may have already passed, so the learning needs to be differentiated to suit the children’s needs.Julia asked about the thinking around opening up the entire playground for all year levels. Melanie had read an article about older children playing games and younger children joining in and learning from each other. So far, the trial is working well. The Year 5 and 6 children are most affected, but they like that they can now come down to use the field during breaks. There has been positive feedback from the community.Melanie said the teachers all seem happy and everyone enjoyed the Circus Hub on Staff Only Day. Everyone is enjoying ‘Freedom February’ where everyone is encouraged to leave school from 3.30pm if they don’t have any meetings to attend.As read.Melanie presented some PGC (Professional Growth Cycle) information as a note of interest. Discussion regarding Māori Achievement collaborative, Kura Ahurea, Kahui Ako and aligning all learning with pūrakau expectations. Ché Hancock has been appointed as the Cultural Leader, taking over from Christine Cowan. Ché and Jules May picked up the Kura Ahurea roles in 2025. Matua Henare left, so an online Kapa Haka has taken over the Kapa Haka programme, which can also be accessed online from the classrooms. | Add to the Risk Register – numbers will go up and down as a result of each Health & Safety Audit.Bring planning implementation to the next Board meeting.Presiding Member to oversee | MelanieMelanieKarl | ASAP24 MarchOngoing |
| **4. Monitoring****4.1 Principal’s Report** | As read. Melanie reported that the target groups are ready and the carpet refurbishment in the senior school is complete. Matt questioned the budget totals, but Melanie is quite comfortable with the 2025 budget expectations. |  |  |  |
| **5. Formal Meeting Closure** | Matt thanked Lloyd for doing a great job for 6 years as Presiding Member of the Board.Lloyd closed the meeting with a whakatauki. |  |  |  |

The meeting closed at 8.30pm. Next Meeting: 7.00pm, Monday, 24 March.

These minutes are accepted as a true and correct record.

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

**Action Points:**

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| **BoT Member** | **Action** | **Timeframe** |
| **Melanie** | ***Topic: Actions From Previous Meeting –*** Create a Financial Conflict of Interest Register Make a roster for newsletter summaries | ASAP |
| **Melanie** | ***Topic: Policy Reviews: Health, Safety & Wellbeing -*** Add Health & Safety Audit to the Risk Register. ***Safety Management System -*** Bring planning implementation to the next Board meeting. | ASAP |
| **Karl** | ***Topic: Principal PGC -*** Presiding Member to oversee | Ongoing |