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

**Minutes of the Meeting Held on Monday, 4 September 2023**

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

**Apologies:** Nil

**Meeting:** Opened at 7.05pm

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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** | Matt opened the meeting with a whakatauki.There were no declarations of interest within this agenda.There were no changes to the Agenda. The minutes of the meeting held on 31 July 2023 were accepted as a true and correct record.Completed. |  |  |  |
| **2. Decisions****2.1 Policy Review:**  **Teacher Aide**  **Employment Procedure****2.2 Out of Zone Ballot** | Karl reviewed the Teacher Aide Employment Procedure. The policy was written by a lawyer several years ago, but is still current and no changes are necessary.**Motion: “I move that the Board opens the Out of Zone Ballot for 20 places for 2024.” Lloyd/Karl. Carried.** | Advertise in newsletter and The Post – the deadline for applications will be 20 October. | Melanie/Kathy | ASAP |
| **3. Discussions****3.1 2022 Strategic Plan** **Community**  **Engagement** **Getting to know our**  **whānau – Te Āti Awa** | List of events that the Board are welcome to attend. It would be nice if members could come to the KidsOnLine Cyber Safety Evening on 17 October and help to promote it.Learning Conversations are in the last week of term and Athletics Day will be at Newtown Park on 13 October, early in term 4.Melanie presented a summary of the journey of the Te Āti Awa iwi. Matt congratulated Melanie on putting together a good representation of the iwi. | Attend events and help to promote them where possible. | All | As necessary |
| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **3.2 New Legislation****3.3 Wellbeing****3.4 Code of Conduct Update****3.5 Risk Register****3.6 Local Curriculum****3.7 Topic of Interest –**  **Employment** | Melanie presented a synopsis of the new Education (School Planning and Reporting) Regulations 2023. The Charter is now called a Strategic Plan and has to be effective from 1 January 2024 and then from 1 January 2026. After that, Boards must prepare a strategic plan to be effective from 1 January of every year following a Board Election. Discussion regarding possible modifications, but the expectation is for the plan to be cyclical with elections. Could look at 18-month elections, but unsure of the amount of admin/expense that would create.Staff have been working with an Emotional Culture Deck. There have been two entries onto the mentimetre around “what would help you to feel appreciated?” in the staffroom and the ideas will be voted on.Julia and Lloyd will attend ‘The Board’s Role in Health, Safety and Wellbeing’ Zoom workshop. Discussion regarding the policies in place, whether guidelines are followed and who is responsible for any complaints.Leave as is.**Motion: “I move that the Board adopts the new code with no** **adaptations.” Julia/Matt. Carried.**Pandemic has been lowered from 8 to 7. Matt wondered if appropriate safety/plans should be added regarding construction work at the school.Melanie shared a document covering aspects in the curriculum through Learning Through Play. Everyone agreed it was an amazing document and should be on the website for parents and potential parents to see. This was a pilot run, which came about from a discussion in a previous meeting about staying up to date as a Board.Julia found an article concerning an entire Board quitting. This raised many questions and there was a discussion regarding employment procedures, police vetting and reference checks and processes being documented.It was agreed that the Topic of Interest could be an Agenda item once every 3 months or so.  | Talk to other schools who do 18-month elections and how well they work/how much admin is involved and report back to the Board.Add construction safety to Risk Register.Add to the newsletter and the website.Develop an Employment Checklist to be signed off by one of the Senior Leadership Team and then sent to the Board Presiding Member, then kept with all reference notes.Check if anyone has a Topic of Interest to be added before doing each meeting Agenda. | MelanieMelanieMelanie/JanineMelanieMelanie | ASAPASAPASAPASAPPrior to each meeting |

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| **4. Monitoring****4.1 Principal’s Report** | As read. No questions.Julia commented that many teachers had thanked her personally for the morning tea she and Vito provided for staff. It was much appreciated by all. |  |  |  |

The meeting closed at 8.20pm with a whakatauki by Karl. Next Meeting: 7.00pm, Tuesday, 24 October.

These minutes are accepted as a true and correct record.

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

**Action Points:**

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| **BoT Member** | **Action** | **Timeframe** |
| Melanie/Kathy | Advertise ballot places in newsletter and The Post – the deadline for applications will be 20 October. | ASAP |
| All | Community Engagement - Attend events and help to promote them where possible. | As necessary |
| Melanie | Talk to other schools who do 18-month elections and how well they work/how much admin is involved and report back to the Board. | ASAP |
| Melanie | Add construction safety to Risk Register. | ASAP |
| Melanie/Janine | Add the Learning Through Play document to the newsletter and the website. | ASAP |
| Melanie | Develop an Employment Checklist to be signed off by one of the Senior Leadership Team and then sent to the Board Presiding Member, then kept with all reference notes. | ASAP |
| Melanie | Check if anyone has a Topic of Interest to be added before doing each meeting Agenda. | Prior to each meeting |