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

**Minutes of the Meeting Held on Monday, 8 May 2023**

**Present:** Melanie Dean (Principal), Lloyd Percival (Presiding Member), Karl Emson, Vito Lo Iacono

**Apologies:** Julia Blackburn (Vice Presiding Member), Matt Hunt, Amanda Luxford

**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** | Lloyd opened the meeting with a Karakia.  There were no declarations of interest within this agenda.  Karl moved to approve the changes to the Agenda.  Melanie seconded.    The minutes of the meeting held on 20 March 2023 were accepted as a true and correct record.  The actions from the previous meeting were mostly completed. |  |  |  |
| **2. Decisions**  **2.1 Policy Reviews:**  **Education outside the classroom** | EONZ policy – it’s kept up to date by them.  All EOTC forms are then given to Melanie to sign off on. |  |  |  |
| **Item** | **Discussion/Decision** | **Action** | **Responsibility** | **Timeframe** |
| **3. Discussions**  **3.1 2022 Strategic Plan -**  **Āwhinatia: Build**  **Connections: Connect**  **Learners & Community**  **Community Engagement**  **Getting to know our whānau**  **3.3 Wellbeing** | We went through the upcoming events and the Board discussed who would attend what.  Melanie shared an Infographic around Ngāpuhi Iwi.  23 of our Tamariki identify with this Iwi.  17 staff members took up the offer of having their Influenza Vaccine and 5 also had the Covid Vaccine. | Hui – Lloyd and Vito  Cross Country – Lloyd and Karl |  |  |
| **4. Monitoring**  **4.1 Principal’s Report** | Karl questioned why the budgeted income was down compared to the report from March. | Melanie to check and report back. |  | ASAP |
| **5. Formal Meeting Closure**  **5.1 Review of Actions** | .  Lloyd closed the meeting with his Mihi. |  |  |  |

The meeting closed at 7.25pm. Next Meeting: 7.00pm, Monday, 12June 2023.

These minutes are accepted as a true and correct record.

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

**Action Points:**

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| **BoT Member** | **Action** | **Timeframe** |
| **All** | Attend upcoming opportunities as they present and when Board members can be available. | At appropriate times |
| **Melanie** | Agenda changes to be added to the next agenda. | ASAP |
| **Melanie** | To contact ed services about budget % | ASAP |
| **Lloyd** | Write up a piece for the newsletter. | ASAP |