



Te Taumata Kura o Pukemiro Monthly Meeting
17 Poutūterangi (March) 2021
CONFIRMED MINUTES

BOARD MEETING					
Note: Moved: Trustee moving the motion Agreed: The motion was unanimously voted in agreement Carried: The motion was carried by a majority vote					
Date:	17/03/21	Location:	Pātito	Time:	04:30pm
Karakia:	Lisa McNab				
Whakataū:	Lisa McNab				
Present:	Fiona McGrath (Tumuaki), Lisa McNab (Chairperson), Mereraina Pirini, Raukura McNab				
Apologies:	<i>Sera Murray, Rob Herewini, Mārie Marsden (BOT Secretary)</i>				
1. ADMINISTRATION:					
1.1 Quorum present. Have noted present members above					
1.2 Apologies Accepted					
Moved: F.McGrath Seconded: M.Pirini CARRIED					
1.3 Conflicts of interest – No new declarations of interest					
2. STRATEGIC DECISIONS:					
2.1 To approve the Annual Budget for 2021					
Motion 1: Move that in principle that \$177,266 be covered at Maximum deficit to carry on working through it.					
Moved: L.Mcnab Seconded: M.Pirini CARRIED					
Motion 2: Move that the Financial Committee come together to sign the Budget off, present the recommendation to the Board via Email with the 2021 budget as tabled.					
Moved: M.Pirini Seconded: F.McGrath CARRIED					
- In terms of a special hui to meet the legislative requirements will be the recommendation from the financial committee whether they come together to sign off the budget for 2021					
2.2 Principal performance management (Governance Policy 9)					
Motion 3: Move that as a Board we review the Principals performance Management so that it aligns to the new professional growth development programme					
Moved: F.McGrath Seconded: L. McNab CARRIED					
Motion 4: to keep Fiona safe, that a Board Member review and follow up with the teachers council on what the new requirements are for the performance against as opposed to an appraisal					
Moved: L. McNab Seconded: M. Pirini CARRIED					
3. MONITORING:					
3.1 Data Analysis - Tumuaki Report - Report provided to all Board Members					
Motion 5: Move that a wellbeing Policy (as per Tumuaki report) be developed and brought to the Board					
Moved: F. McGrath Seconded: M. Pirini CARRIED					
Motion 6: Move that the email motion regarding the Asset Register to increase from \$200 to \$1000 be ratified in tonight's meeting					
Moved: L.Mcnab Seconded: M. Pirini CARRIED					
Motion 7: The Tumuaki report be accepted as read					
Moved: F. McGrath Seconded: M. Pirini CARRIED					

3.2 Finance & audit report - January 2021

Motion 8: Move that the memorandum of understanding not be signed off until BDO can answer queries made by Mereraina and to stay with BDO as the Auditor General for TKKM O Pukemiro for 2020 Audit report, and sign off the audited 2019 Financial Report - Lisa to contact Angela from BDO to ask about the query before she signs off the report.

- Action: Lisa to find out what the best interest rates are for our money.

Moved: M. Pirini

Seconded: F. McGrath

CARRIED

- Financial Report/ Bank Staffing, Credit Card Statements will form the Financial Report pack to be signed off every meeting (Checkover)

3.3 Sign financial attestation

4. STRATEGIC DISCUSSIONS

4.1 Review reporting to parents from 2020 - Still in progress (Fiona to report back later)

4.2 Review and update self-review schedule - Lisa will send out an email to those who have not yet responded

4.3 Plan Board professional development for year - Lisa will send out to the Board Members who have not completed and then she will collate with Belinda by the next Board Meeting, Mereraina to do Financial part

5. AGENDA ITEMS FOR NEXT HUI:

5.1 Sign health and safety attestation - Monthly report

5.2 March Roll Return - 138-152 Class role for 2021 - Work in progress to get enrolments done

5.3 Charter/Strategic plan – Aim 1 review - Bases on Te Aho Matua

5.4 Sign off SUE reports - Signed off

5.5 Monitor Budget - In practise the budget (Process)

5.6 Review concerns & complaints procedure - Fiona to print off, Marie to send out to Board Members to read & see if they need to make any changes

5.7 EEO policy report - 5 Policies(2x Reviewed, 3x Developed)

5.8 Management unit report

5.9 Use of physical restraint report (as/when required) - Escalation training

5.10 Hazard management report (termly) - Same as Health & Safety Attestation

6. ADMINISTRATION:

6.1 Confirmation of minutes

Motion: That the previous Board minutes be accepted as true and correct

Moved: F.McGrath

Seconded: L.Mcnab

CARRIED

6.2 Matters Arising/Actions

Action 1: That Marie can find the conflict template from the Auditor and email it to all the Board Members with an expectation that its completed for the next Board Meeting - Table it as being accepted (Collation of them all can be done and put in Board Members folders)

Motion: As per request by Sera Murray via email – “Resolve to change the parent by-election date to May 26, 2021.

Moved: S.Murray

Seconded: F.Mcgrath

CARRIED

Motion: That the original date for the Parent Elected By-Election be changed from 28 May to 26 May 2021.

Moved: S. Murray

Seconded: F.McGrath

CARRIED

Action 2: That Steven Allan be appointed as the Returning Officer – Letter of Appointment

Moved: S.Murray

Seconded: L. McNab

CARRIED

- Fiona to write up a Letter of Appoint for Steven Allan

Action 3: That the Tumuaki provide a AoV & SoV report in March

- Work in progress but to tabled at next Board Meeting

6.3 Correspondence – In-committee

6.4 General Business - Vanya Snowden Resignation - Accepted by Lisa McNab

7. IN-COMMITTEE:

Motion: That the Board move in to in-committee at 6:40pm

Moved: L.McNab

Motion: That the Board move out of in-committee 6:50pm

Moved: L.McNab

8. HUI CLOSURE:

7.1 Comments on hui procedures and outcomes

-Really well run, How Mereraina explained the 2 documents on how to read the important sections of the Financial report pack, Te Aho Matua Reporting

7.2 Preparation for next hui

-Own individual task that the Board Members have to follow up on, Marie (BOT Secretary) has a number of policies to catch up on

Karakia mutunga:	Lisa McNab	Hui Finished:	6:55pm
Next Meeting:			

Chairperson:	Lisa McNab
Signed:	
Date:	