



Te Taumata Kura o Pukemiro - Monthly Meeting  
21 Tapere Wai (September) 2022

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

<b>Date:</b>	21/09/2022	<b>Location:</b>	Patito	<b>Time:</b>	5:10pm
--------------	------------	------------------	--------	--------------	--------

**Karakia:** Taylor Ruwhiu

**Whakataua:** Lisa McNab

**Present:** *Lisa McNab, Fiona McGrath, Raukura McNab, Tama Nuttall, Taylor Ruwhiu, Chanel Roberts, Joanne Clark-Fairclough, Mervyn Rawiri, Crystal McGrath (Secretary)*

**Apologies:** *Mereraina Piripi*

**1. ADMINISTRATION:**

1.1 Quorum present. Have noted present members above

1.2 Welcome New Board

1.3 Elect Board Chair - Self elect for remaining Presiding Member (chair) for the duration of the year, re-elect in first hui of 2023.

*Moved Lisa McNab                      Seconded Entire Board                      Carried*

1.4 Apologies acknowledged as above - Board Discussed seconded member of the Board Mereraina Piripi (Chartered Accountant) who acts as financial advisor alongside the Tumuaki.

1.5 Declaration of Conflicts of interest, No current conflicts arose with new board members, however [conflict documentation](#) must be completed and handed to the presiding member as record.

1.6 New Board Member Register demonstrated and explained requirements for being a Board member and asked to complete individually at home. - [Register online at NZSTA.](#)

**2. STRATEGIC DECISIONS:**

2.1 Plan Board professional development for the year

**Action:** Lisa to follow up with Belinda for NZSTA Board Member governance Training to put forward dates for this as PLD, Dates agreed upon are 11-12 October between the time of 5pm-7pm Governance Training.

**3. MONITORING - REPORTS**

3.1 Evacuation procedure report

**Action:** to find a provider to offer PLD for Intruder procedures for kaiako and kaiawhina, on top of information provided in emergency flipchart.

3.2 Student Achievement/ Progress report as a part of Tumuaki report

3.3 Monitor Budget and Financial Report as a part of Tumuaki report

Motion to move the Financial report as read

*Moved Fiona McGrath                      Seconded Joanne Clark-Fairclough                      Carried*

Motion to second Mereraina Gric (Piripi) to the board

*Moved Lisa McNab                      Seconded Fiona McGrath                      Carried*

3.4 Sign financial Attestation/ Visa Statements  
3.5 Signatories for ASB payments

**Motion:** Joanne and Chanel to be added to signatories register - with Fiona and Lisa  
Moved Fiona McGrath Seconded Tama Nuttall Carried

**Motion:** Remove Sera Murray as signatory.  
Moved Fiona McGrath Seconded Joanne Clark- Fairclough Carried

#### 4. STRATEGIC DISCUSSIONS

4.1 Tumuaki Report -

Nominate a Board representative for Property committee with Fiona,

**Nomination:** Mervyn Rawiri

Moved Fiona McGrath Seconded Lisa McNab Carried

New names for buildings presented for Three new Kura buildings. June Potts, Whangatauatia are two names suggested so far. Looking at having kaumatua to come in to discuss tupuna names

**Motion** to confirm Tumuaki report as read  
Moved Fiona McGrath Seconded Mervyn Rawiri Carried

- 4.2 Discuss In-committee process
- 4.3 Discuss Self Review schedule
- 4.4 Discuss Policy Reviews
- 4.5 Discuss Portfolios e.g. Property, Finance, Discipline

#### 5. AGENDA ITEMS FOR NEXT MEETING:

- 5.1 PGC Policy/ Sexual Harm Policy
- 5.2 Charter Strategic Plan - As a part of Tumuaki Report
- 5.3 Whanau engagement - Hui Whakawhanaungatanga

#### 6. ADMINISTRATION:

6.1 Confirmation of all needed minutes - minutes accepted as read

Moved: Fiona McGrath Seconded: Lisa McNab CARRIED

- 6.2 Matters Arising/Actions
- 6.3 Correspondence

**Action: Email from Office Manager to nominate a Board Secretary for next year**

#### 7. IN-COMMITTEE:

**Opened: 7:07 pm**

**Closed: 7:20pm**

#### 8. HUI CLOSURE:

- 8.1 Comments on hui procedures and outcomes
- 8.2 Preparation for next hui

<b>Karakia mutunga:</b>	Lisa McNab	<b>Hui Finished:</b>	8pm
<b>Next Meeting:</b>	October 2022		

<b>Presiding Chair:</b>	Lisa McNab
<b>Signed:</b>	
<b>Date:</b>	

