

MINUTES

Meremere School Board of Trustees

Wednesday 31st March 2021, 6.00pm, Staff Room

Item	Subject	Reporting
1.0	WELCOME / KARAKIA	
1.1	Attendees: Maxine Stensness, Alison Kirkwood, Hamayoon Khan, Jane Telfer	
1.2	No apologies were received. John Ngatai was not present at the meeting. In John's absence, Alison chaired the meeting.	
2.0	NEW BUSINESS	
2.1	Policy Reviews <ul style="list-style-type: none">• Home Learning• Finance and Property Management Both policies were discussed and everyone was in agreement that no amendments are necessary.	
2.2	Te Wananga Rental Maxine explained that Te Wananga o Aotearoa are running a financial management course at the school on Thursday evenings. The course runs for 20 weeks. They will pay \$100 (plus GST) per week, an invoice will be sent shortly.	
2.3	Credit Card Policy – Amend to include cash withdrawals Cash is required for Tangi and Koha, usually at short notice. All agreed to amend the policy to allow cash withdrawals up to a limit of \$500.	
2.4	Resignation of Teacher – To be discussed in-committee	
3.0	GENERAL BUSINESS	
	<ul style="list-style-type: none">• Te Kauwhata College Enrolment Scheme This information was provided for information only as it has no impact on the school.• Reminder about conflict of interests Maxine reminded the Board of the need to be aware of conflicts of interests during meetings.• Healthy School Lunch Programme This will commence in the first week of Term Two. Allergies and religious dietary requirements will be catered for.	
4.0	MATTERS ARISING	
4.1	Minutes of Last Meeting Resolution: <i>That the minutes of the Meremere School BOT Meeting held on 25th February 2021 be approved.</i>	

MINUTES

Meremere School Board of Trustees

Wednesday 31st March 2021, 6.00pm, Staff Room

8.0	CORRESPONDENCE INWARDS	
	<ul style="list-style-type: none">• Electrical Testing and Tagging Report• Resignation Letter – Teacher To be discussed in committee.• URF Payment Notification Maxine explained that this is being used to fund extra hours for Kim and to employ Shelley for one day per week, both until the end of Term 2.• 5 yr Property Plan – Agreement for Consultant Engagement Maxine explained the work to be undertaken.	
9.0	CORRESPONDENCE OUTWARDS	
	There was no outgoing correspondence.	
10.0	IN-COMMITTEE	
	<ul style="list-style-type: none">• Resignation of Teacher	
11.0	CLOSURE	
	There being no further business the meeting closed at 7.00pm.	
12.0	NEXT MEETING	
	Date: Wednesday 5 th May 2021 Time: 6.00pm Location: Staff Room	

These minutes were confirmed as a true and correct record at a meeting of the Meremere School Board of Trustees on;

Date

12/05/2021

Chair:

J Ngatahi