

# MINUTES

## Meremere School

Thursday 14 November 2024 6.00pm

Item	Subject	Reporting
<b>1.0</b>	<b>WELCOME / KARAKIA</b>	
<b>1.1</b>	<b>Attendees:</b> Geraldine Hautapu [Presiding member], William Ropiha, Marine Funfrock, Maxine Stensness  <b>Absent:</b> Jim Katu	
<b>1.2</b>	<b>Apologies:</b> None	
<b>1.3</b>	<b>Declaration of Conflict of Interest</b> None  <b>Moved:</b> Geraldine <b>Seconded:</b> William	
<b>2.0</b>	<b>NEW BUSINESS</b>	
<b>2.1</b>	<b>Ka Ora Ka Ako Partnership Agreement</b> Information only	
<b>2.2</b>	<b>Operations grant for 2025</b> Information only	
<b>2.3</b>	<b>Staffing for 2025</b> Move that . 1 Part-time teacher to be paid from Ops grant  <b>Moved:</b> Geraldine <b>Seconded:</b> Marine	
<b>2.4</b>	<b>Teacher Only Days for 2024 Maths</b> Move that school will not require a Teacher Only Day in Term 4 as staff did 2 Call Back days in the holidays  <b>Moved:</b> Geraldine <b>Seconded:</b> Marine	
<b>2.5</b>	<b>Strategic plan for 2025</b> <b>Tiger Turf Upgrade</b> Move that school seek further information regards resin courts and make pricing comparison  <b>Moved:</b> Maxine <b>Seconded:</b> Geraldine	
<b>2.6</b>	<b>Code of Conduct signed for all members</b> Information only	
<b>2.7</b>	<b>Auditors' proposal</b> Move that Auditors' proposal is accepted  <b>Moved:</b> Geraldine <b>Seconded:</b> William	
<b>2.8</b>	<b>Policy review</b> <b>Finance and Asset Management Policy</b> <b>Managing Income &amp; Expenditure</b> -School admin no longer Board Secretary	

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	-Don't have EFTPOS available in office -Authorisation of invoices by principal -Principal liaises with School Admin to manage term deposits <b>Financial Conflicts of Interest</b> <b>Asset Management &amp; Protection</b> <b>Move that Office Admin checks that all Board members have access to School Docs</b>	
	<b>Moved: Geraldine</b> <b>Seconded: Marine</b>	
2.9	<b>Petty Cash Policy</b> <b>Limit of \$250</b> <b>Board agrees to a limit of \$250</b>	
	<b>Moved: Maxine</b> <b>Seconded: Marine</b>	
2.10	<b>Property Pilot-Asbestos plan</b> <b>Board agrees to accept Asbestos plan proposal</b>	
	<b>Moved: Maxine</b> <b>Seconded: Marine</b>	
2.11	<b>Start/End dates 2025</b> <b>7 Feb 2025 – 18 Dec 2025</b> <b>Information only</b>	
2.12	<b>ERO visit 2025</b> <b>Information only</b>	
2.13	<b>Reflections on extra-ordinary meeting</b> <b>Move that we have another Extra Ordinary meeting on a Friday at 2.30 in March to construct an action plan going forward</b>	
	<b>Moved: Geraldine</b> <b>Seconded: William</b>	
3.0	<b>MATTERS ARISING</b>	
3.1	<b>Minutes of Last Meeting</b> <b>Moved that the minutes of the Meremere School Board Meeting held on 18 September 2024 be approved.</b>	
	<b>Moved: Geraldine</b> <b>Seconded: Maxine</b>	
4.0	<b>PRINCIPAL'S REPORT GOAL 1</b>	
	<b>Attached Progress and Achievement Graph.</b> <b>Moved that the Principal's Report Goal 1 and attached Progress and Achievement Graph be received.</b>	
	<b>Moved: Maxine</b> <b>Seconded: Marine</b>	
5.0	<b>FINANCIAL REPORT</b>	
5.1	<b>Moved that the Financial Report for September 2024 be received.</b>	
	<b>Moved: Geraldine</b> <b>Seconded: Maxine</b>	
6.0	<b>ITEMS TO BE APPROVED AND SIGNED</b>	
	<b>Board Meeting Payment form for 14/11/24 signed</b> <b>Completed</b>	

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	SUE reports to be signed by Presiding Member <b>Completed</b>	
	Credit Card statements to be signed by Presiding Member <b>Completed</b>	
	Principal travel claims to be signed by Presiding Member <b>Completed</b>	
<b>7.0</b>	<b>CORRESPONDENCE INWARDS</b>	
	Auditors Proposal	
<b>8.0</b>	<b>CORRESPONDENCE OUTWARDS</b>	
	None	
<b>9.0</b>	<b>CLOSURE</b>	
	There being no further business the meeting closed at 7.25pm	
<b>10.0</b>	<b>NEXT MEETING</b>	
	Date: February 2025 Time: 6.00 Location: Staff room	