

## Meremere School

## Meremere School

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

## Meremere School

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|      | <ul style="list-style-type: none"> <li>-Don't have EFTPOS available in office</li> <li>-Authorisation of invoices by principal</li> <li>-Principal liaises with School Admin to manage term deposits</li> </ul> <p><b>Financial Conflicts of Interest</b></p> <p><b>Asset Management &amp; Protection</b></p> <p><b>Move that Office Admin checks that all Board members have access to School Docs</b></p> <p><b>Moved: Geraldine</b> <b>Seconded: Marine</b></p> |  |
| 2.9  | <p><b>Petty Cash Policy</b></p> <p><b>Limit of \$250</b></p> <p><b>Board agrees to a limit of \$250</b></p> <p><b>Moved: Maxine</b> <b>Seconded: Marine</b></p>                                                                                                                                                                                                                                                                                                    |  |
| 2.10 | <p><b>Property Pilot-Asbestos plan</b></p> <p><b>Board agrees to accept Asbestos plan proposal</b></p> <p><b>Moved: Maxine</b> <b>Seconded: Marine</b></p>                                                                                                                                                                                                                                                                                                         |  |
| 2.11 | <p><b>Start/End dates 2025</b></p> <p><b>7 Feb 2025 – 18 Dec 2025</b></p> <p><b>Information only</b></p>                                                                                                                                                                                                                                                                                                                                                           |  |
| 2.12 | <p><b>ERO visit 2025</b></p> <p><b>Information only</b></p>                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 2.13 | <p><b>Reflections on extra-ordinary meeting</b></p> <p><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></p> <p><b>Moved: Geraldine</b> <b>Seconded: William</b></p>                                                                                                                                                                                                                  |  |
| 3.0  | <b>MATTERS ARISING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 3.1  | <p><b>Minutes of Last Meeting</b></p> <p><b>Moved that the minutes of the Meremere School Board Meeting held on 18 September 2024 be approved.</b></p> <p><b>Moved: Geraldine</b> <b>Seconded: Maxine</b></p>                                                                                                                                                                                                                                                      |  |
| 4.0  | <b>PRINCIPAL'S REPORT GOAL 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|      | <p>Attached Progress and Achievement Graph.</p> <p><b>Moved that the Principal's Report Goal 1 and attached Progress and Achievement Graph be received.</b></p> <p><b>Moved: Maxine</b> <b>Seconded: Marine</b></p>                                                                                                                                                                                                                                                |  |
| 5.0  | <b>FINANCIAL REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 5.1  | <p><b>Moved that the Financial Report for September 2024 be received.</b></p> <p><b>Moved: Geraldine</b> <b>Seconded: Maxine</b></p>                                                                                                                                                                                                                                                                                                                               |  |
| 6.0  | <b>ITEMS TO BE APPROVED AND SIGNED</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|      | <p>Board Meeting Payment form for 14/11/24 signed</p> <p><b>Completed</b></p>                                                                                                                                                                                                                                                                                                                                                                                      |  |

# MINUTES

## Meremere School

Thursday 14 November 2024 6.00pm

|             |                                                                              |  |
|-------------|------------------------------------------------------------------------------|--|
|             | SUE reports to be signed by Presiding Member<br><b>Completed</b>             |  |
|             | Credit Card statements to be signed by Presiding Member<br><b>Completed</b>  |  |
|             | Principal travel claims to be signed by Presiding Member<br><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<br>Time: 6.00<br>Location: Staff room                    |  |