

**Minutes**  
**BOARD OF TRUSTEES MEETING**  
**Wednesday 8 December 2021**

**Frankley School**  
**5:15 pm**

<b>Agenda Item/Topic</b>	<b>To Discuss</b>	<b>Action</b>	<b>Responsibility</b>
<b>Present</b>	Nathan Mumby, Zoe Manderson, Sarah Morris, Bonnie Mills and Robyn King as minute secretary.		
<b>Opening Prayer</b>			
<b>Apologies</b>	Paul Davison AWOL		
Opening Business	<p>Welcome to Luke Andrews who had come along to support the Board in relation to year 6 end of year whakangahau.</p> <p>Congratulations offered to Sarah for being successful with the Spring Board Trust for 2022.</p> <p>Some of what is learnt from this PD will help develop the strategic plan for the next 3 years.</p> <p>Moved that a year 6 camp take place from 16-18 March 2022 at Vertical Horizons.</p> <p><b>Moved</b> Zoe  <b>Seconded</b> Dave</p>		

<b>Agenda</b>	Confirmed		
<b>Principal's Report</b>	<p>Draft Strategic Plan attached instead:</p> <ul style="list-style-type: none"> <li>• Keeping ourselves safe program through NZ police, this is delivered biannually and aligns with training planned. We will present a parent information evening around this.</li> <li>• Big focus on MASAM, need to ensure there can be a budget to support these projects</li> <li>• PD follows on from what has been started during 2021.</li> </ul>		
<b>NAG 1 – Curriculum</b>	Unit holder reports tabled and are attached.		
<b>NAG 2 - Review and Documentation</b>	<p>Annual Improvement Plan 2021. A comparison was made on growth around Agency and summarised. There has been positive growth over the 12 months. This information has been used in conjunction with the AOV to support the 2022 strategic plan and PLD</p> <p>Structured literacy has made an impact, and target students have made accelerated progress.</p> <p>Annual Draft Plan: Structured Literacy will continue to be a focus.</p>		

	<p>Maths will also be a focus, however, this still needs to be defined after a meeting with Maths PLD facilitator</p>		
<p><b>NAG 4 - Finance</b></p>	<p>Report Attached.  November Accounts Tabled.  Tracking well 208K above budget at this time of the year. Budgeted for a 35k deficit opposed to the 150k surplus estimated against the planned budget.  Tracking extremely well - funds forecast of 419k opposed to 225k budgeted.</p> <p>Draft budget for 2022 tabled - the following were requests to amend the budget before finalising:</p> <ul style="list-style-type: none"> <li>● 11k to purchase 10 ipads now</li> <li>● Neurodiversechildren - develop a fund which can support these children to attend a program run outside of school. Head Office programme - \$240 per term contribution from the school. The parents cover the weekly cost. Some scholarships available. this The organisation provides PLD for our staff.</li> <li>● Furniture overspend of 9k</li> <li>● Support staff increase of 9k</li> <li>● Masam budget to support projects 25k, this would include the generous donation from one of our families.</li> </ul> <p>The draft budget is a deficit budget taking the following into account:</p>		

	<ul style="list-style-type: none"> <li>● No donation from SFRC</li> <li>● Rebranding</li> <li>● No pool income</li> <li>● New copier contract.</li> </ul>		
<b>NAG 4 – Property</b>	<p>As attached report:</p> <p>New Classrooms now not expected until end of term 1 2022.</p> <p>Bollards for car park across the road to go ahead. Nathan will organise</p> <p>Start looking at options for a new playground. Look into what grants maybe available to support this project - approx spend 150-200k.</p> <p>Old bike ramps up back passed there time, time to pull them down. Sarah will speak with Andy Patterson for a possible replacement ideas.</p> <p>Nathan has a possible buyer for the container at the back of the hall - to be offered for sale for 4k.</p> <p>Jungle Gyms to be removed from school grounds.</p>	Organise with Hayden Markham	<b>Nathan</b>
<b>Health &amp; Safety</b>	As attached.		

<b>NAG 6 – Legislation</b>			
<b>General Business</b>			
<b>Correspondence</b>			
<b>Minutes</b>	Minutes of the previous meeting were confirmed as read and correct. <b>Moved</b> Dave <b>Seconded</b> Zoe		
<b>Next Meetings</b>	February 2022 at 5.15 pm  Meeting closed at 7.10 pm		

**Date**

**Nathan Mumby, Chairperson**

<b>Meeting Originated From</b>	<b>Action</b>	<b>Responsibility</b>	<b>Date Action Completed</b>
11.12.2019	H&S computer use	Sarah	In Progress

	Emergency Kit	Sarah	
11.08.21	Investigate safety around Jungle Gyms in playground	Sarah	08.12.2021
	Police Vetting - Coaches	Paul	
15.09.21	Discuss H&S Office role with staff	Sarah	
	Complete pool assurance with Rangī	Dave	
	Speak with Paul around completing H&S audit	Sarah	
10.11.21	Contact Hayden Markham	Nathan	08.12.21
	Contact Anna Duncan	Sarah	08.12.21
	Costing for fences	Sarah	
08.12.21	Go ahead with Hayden Markham	Nathan	