

# Petone Central School Board Meeting

## Thursday 8 April 2021.

**Purpose:** Regular monthly meeting scheduled by the Board.

<b>Date:</b>	08/04/2021
<b>Time Commenced:</b>	4:00pm
<b>Meeting Location:</b>	Petone Central School, 16 Britannia Street, Petone
<b>Meeting Leader:</b>	Ria Rimene (Board Co-Chair)
<b>Prepared by:</b>	Ally Tatafu (Board Secretary)

### **Attendees:**

Trina Bennett (Principal)	Jeannie Phillips (Elected Teacher Rep)
Ria Rimene (Board Co-Chair)	Sarah (NZSTA)
Chris Osborn	Ally Tatafu (Board Secretary)
Joshua Brown	

1. Board Meeting began with Karakia (Ria)
2. Apologies: Holly Walker (Board Co-Chair), Sarah Whaanga
3. Appointment of Board Secretary & Introduction: Ally Tatafu
4. Previous Minutes

The minutes of the 23 February 2021 meeting were accepted.

### 5. Matters arising from **Previous Minutes (17 March, 2021)**

- Meeting Date Changed from 6 to 8 April
- Previous Minutes to be uploaded on website once accepted
- BOT Paper file of Minutes to be organised and held in the School Office
- Google Doc folder managed by the school and shared to board members only, BOT Secretary will have editing rights.
- PTA establishment will be deferred to April meeting

### 6. **Principals Report:**

Trina shared the Principal's Report.

Discussion around stand down process.

Actions: Trina- Will keep the Board updated and follow necessary processes to a solution.

The Principals Report was tabled and accepted. All approved.

### 7. **The Financial Report.**

Trina shared and discussed the Financial Reports.

The Financial Report was tabled and accepted. All approved.

**8. The Strategic Report**

Trina and Ria shared and discussed the Strategic Report.

Action: Ria will set up Board Work Plan and Online Survey for board members as Growth Development Strategy.

The Strategic Report was tabled and accepted. All approved.

**9. The Finance and Property Policy, Principal Appraisal policy**

Ria discussed and shared policies on Finance and Property and the Principal Appraisal policy.

Ria shared that a meeting had been held with Trina and Holly, and an agreement was that all three would work together on the Principal Appraisal. The Principal appraisal policy would be tabled at the next Board meeting, along with an update.

Action: Discussion around having committees or representatives on behalf of the Board- motion was to have Principal, Holly and Ria work together on the Principal Appraisal, and Ria work alongside Principal in regards to Finance where appropriate.

Joshua seconded motion. All approved

**10. Other Matters.**

- The establishment of PTA

Action: Chris will look into developing a plan for the PTA. Deferred to next meeting for more discussion.

- Concerns around parking issues.


Action: Gates are locked but permission are given to workers coming into the school grounds i.e. Lunch Vehicles, Maintenance etc. Staff would consider padlocking gates to stop vehicle access into school grounds.

**11. Next Meeting Date.**

Tuesday 18 May 2021 4pm-5:30pm

Tuesday 29 July 2021 4pm-5:30pm

**12. 5:30pm – Board Meeting concluded with Karakia (Trina)**

X   
Board Co-Chair  
Petone Central School

X 13/4/21  
Date of approval

X *Innovate for*

Board Secretary  
Petone Central School

X 12/4/21

Date of approval