

Inspiring confident life long learners

**FEBRUARY 2022 MINUTES
BOARD OF TRUSTEES**

Location: Google Meet

Date: 21 February 2022
Time: 19:00

Committee Members	Title
Callum Hey	Chair
Leyette Callister	Principal
Anita Vasegaran	Treasurer
Franchelle Barker	Property
Nicola Kay	Personnel
Rian Swart	Health and Safety
Kristen Olliphant	Staff Representative
Val Williams	Secretary

BOARD PAPERS ACTION REQUIRED GUIDE

For Approval	The matter needs to be considered and approved by the Board, by consensus or majority vote of members.
For Recommendation	The matter needs to be considered and recommended by the Board before it is presented to another forum or the Ministry.
For Noting	The matter is presented for noting or information only. No decision is required from the Board.

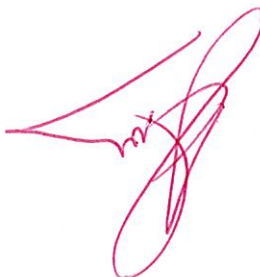


Item #	Agenda Item	Presented By	Est. Time allotted	Action Required
1	<p>Welcome</p> <p>Declaration of Conflict of Interest</p> <p>Minutes of Previous Meeting</p> <p>Review of Actions</p> <p>Documents</p> <p>1. 202112 Bot Meeting Minutes</p> <p>To be reviewed at next meeting.</p> <p>2. Copy of BOT Actions - 2022 in Google Docs</p> <p>has been updated.</p>	Callum Hey	10 minutes	Approval
2	<p>Documents</p> <p>Principal's Report</p> <p>1. February 2022 - Principal's report</p> <p>a. The number of pupils is unpredictable because COVID has made things more difficult.</p> <p>b. Regarding online Zoom, Meet The Community, suggestions were made to make it easier to conduct. E.g. pre-submitted or written questions; choose some speakers to address those questions - a short presentation by each speaker.</p> <p>c. Suggest we do a focused sell to parents of Board of Trustees qims and procedures.</p>	Leyette Callister	20 minutes	Discussion
3	<p>Documents</p> <p>COVID Response</p> <p>1. We need to have as few adults on-site as possible.</p> <p>2. Gate use (numbers) to be looked at to maybe enable more gates to be opened.</p> <p>3. More positive than negative comments have been received from parents about our COVID response.</p>	All	15 minutes	Discussion
4	<p>Documents</p> <p>2022 Budget</p> <p>1. Howick Primary School Budget 2022</p> <p>Budget 2022, as is, was proposed by the Principal and Seconded by the Property Trustee.</p> <p>Action to be added to the Action Sheet.</p>	All	20 minutes	Approval
5	<p>Documents</p> <p>2022 Policy Review Topics</p> <p>1. Refer email</p> <p>a. Suggestion was made that Senior Leaders of school should be advised so that they know what to do in situations that may arise.</p> <p>b. Board to keep up the reading of the Policy Review Topics.</p>	Leyette Callister	5 minutes	Noting
6	<p>Documents</p> <p>Broader Review of school areas</p>	All	15 minutes	Discussion



				1. Discussion was held regarding Archgolas and their prices versus Shade Cloth Sails as a temporary measure. Outdoor Learning Areas are especially important in these COVID times. 2. Principal to make a list of ideas that can be prioritized. Actions added to Action Sheet.
7	Correspondence In and Out	Documents	1. Resignation of Minutes Secretary.	
In conformity with Section 48 of the Local Government Officials Information Act 1987 and in order to protect the privacy of natural persons under Section 9(2)(a) of the Official Information Act 1982, the Board moved into closed session.				
8	In Committee		1. Parent complaint	
		Callum Hey	10 minutes	

19/10/2022



The meeting will conclude at approximately 20:45