



limit to \$19,500. Mr Lee will go back to Westpac's banking advisor to see if this is a viable option.

3.6. Mr Vuli will present a broader overview of the financial position at his next meeting.

3.7. Finances were reported to be tracking satisfactorily.

4. MONITORING

4.1. Principal's report (*tabled as read, discussed and accepted*)

4.1.1. Mr Bai discussed the changes to the Year 9 and 10 timetable structure. Staff are pleased with the new plan, which will be reviewed in 2025.

4.2. Staff report (*tabled as read and accepted*)

4.3. Student report (*tabled as read and accepted*)

4.4. Health and Safety report (*nil*)

4.4.1. Staff are being trained on how to complete RAMS forms. Mr Bali said they need to be submitted a month prior to any trip so the Senior Leadership Team and Board have time to consider give them due diligence. Mrs Potter suggested a checklist of requirements for the Board and Senior Leadership Team would be useful. Mr Peter said he thought not the whole Board need to be involved vetting the RAMS forms and a subcommittee could be formed for this. It was agreed that Mrs de Woeps, Mr Vuli and Mr Peter would make up the RAMS subcommittee. Mr Rogers will advise Mr Vuli. There is a standard post-trip summary form.

4.4.2. Discussion was held about the timing (day/night/weekday/weekend) of the Open Day/Night moving forward.

4.5. Property report (*tabled as read and accepted*)

4.6. Special Needs report (*tabled as read and accepted*)

4.6.1. There have been some delays in the fees payment of an international student to do with the school being unable to accept a credit card payment. Mr Bali will ask Mr Lee for the reason for this.

5. KAUPAPA HERE - POLICIES AND PROCEDURES

5.1. It was agreed that the current Sexual Harassment Policy is now defunct.

5.2. Sexual Harassment Policy *New Draft*

The Board approved the new Sexual Harassment Policy.

MOVED Nicole Lowrey
(All Aye)

SECONDED Sarah Moreton

6. CORRESPONDENCE

6.1. Survey (ERO) Closed (*noted*)

6.2. Notice of Special Meeting (*noted*)

6.3. The Education Review Office's 2024 evaluation of Relationships and Sexuality Education in schools (FYI) (*noted*)

6.4. STA News - Succession Planning. Some trustees would review, two indicated they would stand again, one would not, one was not sure, and no response from others. Mr Rogers will speak with the trustees to establish their plans for standing for the 2025-2028 Board term. It was suggested that an evening could be arranged and our community invited to talk about what being a trustee meant. (for 2025)

6.5. A letter appointing Ms Molloy as the Returning Officer for the 2024/2025 student elections was tabled.

7. STRATEGIC FOCUS

8. ANY OTHER BUSINESS

8.1. Mr Rogers said a plan will be organised regarding any funds from the International Department



for any future requests.

- 8.2. SchoolDocs Update. Mr Rogers updated the Board on the progress of the SchoolDocs initiative. He and Mrs Lowrey have met and gone over the questionnaire and multiple questions. They will meet again over the holidays to finish it. The Health and Safety Module is next. It is a big module.
- 8.3. Exit Interviews. Mr Rogers proposed implementing an exit interview (either online or paper) for exiting staff. Mrs Potter said surveys like this need to be conducted by an external agency to preserve anonymity, but this would come at a cost. The agency would then give a summary of responses. Mr Rogers will investigate with NZSTA and Ms Molloy.
- 8.4. Website refresh – Mr Bali has met with two developers – Myth and Turboweb, who will come back with proposals (package and a professional photographer) and quotes. Mr Bali will bring this information back to the next Board meeting. The current website is outdated now.

9. RAMS

- 9.1. RAMS Sub Committee - It was agreed that Mrs de Woeps, Mr Vuli and Mr Peter would make up the RAMS subcommittee.
- 9.2. RAMS Form Kapa Haka Noho at school (Redacted Copy) and Summary (*tabled and accepted*)
- 9.3. RAMS Form Araiteuru Marae and Summary (*tabled and accepted*)
- 9.4. The RAMS Ski Trip will be discussed by the subcommittee
- 9.5. Ms Molloy to set up a RAMS folder in the 2024 Board folder.
- 9.6. The subcommittee will advise the Board of any decisions regarding RAMs requests for approval.

The OPEN session of the meeting ended at 7.50pm

10. DATE OF NEXT MEETING

24 September 2024

EXCLUSION OF THE PUBLIC

APPROVED a motion under Section 48 of the Local Government Official Information and Meetings Act 1987 that the public be excluded from the remaining parts of the proceedings of the meeting as set out in detail in the agenda.

(PRESIDING MEMBER)

(DATE)



POINT	WHO	ACTION
2.1	Mark Rogers	Mr Rogers will find the information_on Māori Learning opportunities through NZSTA.
3.4	Mark Rogers	Mr Rogers will check in SchoolDocs whether parents must receive advice about donations/tax refund receipts.
3.4	Jatin Bali	Mr Bali will talk to Mrs Day about_adding a note on the fees schedule (invoice) that a claim can be made against the donation paid for tax purposes.
3.5	Brian Lee	Mr Lee will go back to Westpac banking advisor to see if reducing other card limits in order to keep the overall limit to \$19,500 is a viable option.
3.6	Sefton Vuli	Mr Vuli will present a broader overview of the financial position at his next meeting.
4.4.1	Mark Rogers	Mr Rogers will advise Mr Vuli that he has been seconded to the RAMS subcommittee.
4.6.1	Jatin Bali	Mr Bali will ask Mr Lee for the reason why the school is unable to accept a credit card payment for international fees.
6.4	Mark Rogers	Mr Rogers will speak with the trustees to establish their plans for standing for the 2025-2028 Board term
8.3	Mark Rogers	Mr Rogers will investigate with NZSTA and Ms Molloy regarding staff exit interviews
8.4	Jatin Bali	Mr Bali will bring proposals and quotes regarding the website refresh back to the next Board meeting
9.5	Katherine-Mary Molloy	Ms Molloy to set up a RAMS folder in the 2024 Board folder.