MINUTES OF THE MURCHISON AREA SCHOOL BOARD OF TRUSTEES MEETING HELD AT MURCHISON AREA SCHOOL LIBRARY ON TUESDAY 29th NOVEMBER, 2022. Meeting opened by Jon Nicholls @ 6.30pm	
	Notes
Present	Jon Nicholls (Presiding Member), Andy Ashworth (Principal), Bethany Barrett, Jessica Topping, Stefanie Horner, Rob Hunt, Pipi Hunt (Student Representative), Tracy Younger (Board Secretary),
Apologies	Tim Marshall, Di van der Zwet
Guests	Sam Dearlove, Penny Blakemore
Speaking Rights	Sam Dearlove
Karakia	Rob Hunt opened the meeting with a Karakia
	The BOT welcomed Penny Blakemore, as a guest, to the meeting. Tim Marshall has been given leave from the BOT for today's meeting.
NZSTA Jumbo Scenario Cards **Principals Report**	The Board of Trustees spent five minutes at the meeting participating in Board Training using the NZSTA Jumbo Scenario Cards. The card used at this meeting was Purple E6. The Principals Report was tabled at the meeting. Andy talked through the report and the board asked questions. Andy wanted to make mention of the items in his report as below;- ● EOTC – There would be likelihood of more than normal EOTC forms to approve next year as the school moves towards more activities outside of school, i.e. Music and Kapa Haka. ● Senior Prizegiving on Friday 2nd December 2022. ● NCEA Achievement was outstanding and exceptionally high for 2022 ● Andy suggested that the BOT write a letter to Chris Wallis (Senior Maths teacher) acknowledging the work he has done with the students since his appointment. ● Andy also suggested writing a letter to Dy Blick, thanking her for service at the schools in her numerous roles. The BOT asked Andy about NCEA Moderation and how this works. Andy and Sam explained. **ACTION – Letter to Chris Wallis acknowledging his work.** **ACTION – Letter to Dy Blick thanking her for her service** **The Principal's Report was accepted by Rob Hunt & Seconded by Stefanie Horner**

Finance	The Financial Reports for October 2022 were tabled at the meeting and were accepted as true and accurate reports. Rob enquired about the high spend at the café & 4square in the SENCO budget. Andy explained this was part of the programme for Special Needs students, taking them out and doing everyday life skills. Bethany pointed out that the school and Learning Support are given additional funding from the MOE for exactly these types of items and skills for our ORS students. Andy also explained the Cyclical Maintenance Provision to the BOT. The BOT asked questions. The BOT wanted to know the monetary increase between the last provision and the new. Tracy looked up the email from Solutions and Services to let the BOT know this difference **The BOT approved a motion 'to accept the Cyclical Maintenance provision in the 2022 financial statements"** **Accepted by Jon Nicholls & Seconded by Bethany Barrett**
Health & Safety	The Health & Safety Report was tabled at the meeting. The BOT would like more follow-up and resolution actions in the report. Andy to speak with Lisa Holstein. **ACTION –** Andy to talk to Lisa **The Health & Safety Report was accepted by Bethany Barrett and Seconded by Stefanie Horner.**
Property Matters	The Property Report and Financial Property Report were tabled at the meeting. There was not a lot of change in Ryan's report from the last meeting as he had been busy with other work commitments. **The Property Report was accepted by Rob Hunt and Seconded by Andy Ashworth** The Property Committee met and had a look around all the rental properties, they had done a report with things that have been done and things that need doing, the committee asked that Ryan send the electronic version of the reports to the Property to compare and update. The BOT discussed the lack of rentals for school staff and how this is a big problem for them. They discussed options. Jess to contact building companies to find out what we can get for a $280,000 budget.

	Jon also suggested putting something in the BOT Spot which goes out to the community, about the schools housing situation. Andy also reported to the BOT that he was still trying to get a response from the Ministry of Education with regards to funding for a new school house. He will chase again. **ACTION – Jon to put a note about housing in the BOT Spot** **ACTION – Tracy to ask Ryan to send an electronic version of his report.** **ACTION – Andy to speak with the MOE**
Policy Reviews	None to review
General Business	**<u>Attendance Report Update</u>** Sam updated the BOT on the Attendance Report and how this is recorded. Sam reported that our school attendance record was very good. The BOT asked for a comparison from another Area School within our region. **ACTION – Sam to look into this and report back to the BOT** **<u>Draft Budget</u>** The draft budget was tabled at the meeting. The Finance Committee had already had a scheduled meeting to go over the budget and set a draft for 2023. The BOT discussed. A motion was passed "**To accept the 2023 Draft Budget".** **<u>New Planning and Reporting of Strategic Plan</u>** Andy reported to the BOT about the new planning and reporting timeline of the Strategic. As from 2023 there is only need to present a new Strategic Plan every 3 years. Andy made a recommendation that the BOT still continue to also do a 1 year plan. The BOT agreed. **<u>Electronic Election Process</u>** The BOT discussed the success of this process and whether it was worthwhile doing and they all agreed it was.

	<u>Fundraising Update</u> Jon had been in contact with Funding Connection and reported to the BOT how this works. The BOT discussed and agreed to allow Funding Connection to work on their behalf. The BOT passed a motion " **to employ Funding Connection to raise funding for a new school mini-bus".** **ACTION – Jon to contact Funding Connection.**
	<u>Restorative/Conflict Meeting Review</u> The BOT discussed how this, and, if this, worked as training and where to go from here and how this is to be relayed to the community. ImpactEd have been awarded a contract for 104 hours of funding for next year that Andy had applied to via the MOE. Andy suggested having two sessions, one in Term 1, and the other in Term 2 inviting the community.
	The Incoming and Outgoing mail was tabled at the meeting. **Accepted by Rob Hunt and Seconded by Pipi Hunt.**
Incoming/Outgoing Correspondence	The Action Points from the previous meeting were tabled at the meeting.
Matters arising from Previous Minutes	Had already been accepted by all the BOT electronically and these had now been put on the school website. **Meeting Closed at 8.15pm** **Next Meeting – Tuesday 29th November, 2022 @ 6.30pm.**
Minutes from Previous Meeting	**THE BOARD WENT IN-COMMITTEE AT 8.15PM – SAM DEARLOVE AND PENNY BLAKEMORE LEFT THE MEETING**

	SIGNED (PRESIDING MEMBER) DATED