



**TIRIMOANA SCHOOL**  
**MINUTES OF THE BOARD MEETING**  
**HELD ON 21<sup>ST</sup> SEPTEMBER 2022 at 7.30pm**

Peter opened the meeting, welcomed all, and explained the process for the meeting tonight.

PRESENT: Peter Kaiser, Louise Graham, Leeza Kendall, Anna Lemalu, Matthew Britton, Aleem Shah, Ben Wood, Shirley Wensor,

APOLOGIES: Nil

VISITORS: Dale Hammond, Jenny Atkins

The meeting began with an introduction around the room. Visitors were given speaking rights. A power point was presented to the new Board with an Introduction, Governance and Management, Functions of the Board, and composition of the Board.

The meeting diverted at 7.48pm for the Returning Officer Report. Jenny Atkins explained her role as Returning Officer and the processes of the recent election.

Jenny left the meeting at 7.55pm

The meeting continued with the power point discussing Key responsibilities, Code of Conduct, Information for the incoming Board, Board meetings, Establishing Delegations, Resources to support Board Members and a Q&A.

At 8.45pm Peter opened the formal September meeting, explaining the meeting, roll book and election of a new presiding member.

DECLARATION OF INTEREST: Nil

NOMINATIONS CALLED: Peter Kaiser called for nominations for presiding member.  
Leeza Kendall nominated Aleem Shah who declined the position for this year.  
Aleem nominated Matthew Britton. Matthew accepted; Ben Wood seconded. As there was only one nominee Matthew was declared Presiding Member. All Board members were happy to support Matthew.

Matthew took over the running of the meeting as the newly elected Presiding Member.

The Board moved that the booklet along with all supplementary papers tabled throughout the meeting will be accepted in bulk. Britton/Graham

Speaking rights were discussed and generally for each meeting visitors will be given speaking rights.

Britton

MINUTES: The minutes of 17<sup>th</sup> August 2022 were read and approved.

Kaiser/Graham

MATTERS ARISING: Nil

CORRESPONDENCE: Inwards/Outwards. Received and accepted.

Tabled correspondence – Inwards/Outwards - Nil Britton/Lemalu

MATTERS ARISING: A letter to be sent to Glenn Tonkin acknowledging his resignation.

BOARD DELEGATIONS: Establishing delegations on the Board was discussed. Leeza Kendall took on the role as Parent Whanau Liaison and Student Welfare.  
The other areas of responsibility will be decided at the next Board meeting.

BOARD CODE OF CONDUCT: A sample Code of Conduct policy was discussed with the Board listing ideas for expectations and limitations for their own Code of Conduct.  
A draft policy to be prepared and presented at the next meeting.

REPORTS:

PRINCIPAL: Presented by Peter Kaiser

FINANCIAL: A full set of accounts for August prepared by Ask Accounting were presented to the Board. The Board moved the expenditure for August of \$480196.96 and Capital Expenditure of \$1902.67. Britton/Kaiser

PROPERTY: No Report

HR EMPLOYMENT: The Board granted Peter permission to advertise the caretaker position and staff vacancies for 2023. Britton/Graham

No staff increments this month.

HEALTH & SAFETY: No report

EOTC: No RAMS.

CURRICULUM:

- PB4L report prepared by Margaret Carter/Julie Matthews
- ENVIRO prepared by Louise Graham
- Te Atatu Kahui Ako- ASL Report prepared by Margaret Carter

POLICIES:

September policies due for review

No 9 Library Collection

No. 26 International Fee-paying Learners

No. 27 International Fee-paying Learners Refund

No. 28 International Fee-paying Learners Annual Review

No. 31 Pupil Attendance

No 52 International Fee-paying Group Learners

The above policies accepted with changes except for Policy No 9 accepted no change.  
No new policies or deferred policies this month.

OTHER BUSINESS:

Meeting Dates: The Board all agreed and moved to hold the monthly meetings on the 3<sup>rd</sup> Wednesday of each month at 7.30pm. Britton/Shah

Karakia: The Board spoke about formally opening the meetings with a Karakia which Ben Wood indicated he would like to do at the next meeting.

No further business

At this stage of the meeting the Board went "into Committee" under amendment 54 section 48 (i) (a) (ii) to discuss a staff matter at 10.12pm. Deputy Principal Dale Hammond was invited to stay.

The Board moved "out of Committee" at 10.25pm.

Meeting closed: 10.25pm

Next meeting: 19<sup>th</sup> October 2022

Presiding Member: \_\_\_\_\_ Date: \_\_\_\_\_