



**TIRIMOANA SCHOOL**  
**MINUTES OF THE BOARD MEETING**  
**HELD ON 21<sup>ST</sup> JUNE 2023 at 7.42pm**

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

**APOLOGIES:** Leeza Kendall

**VISITORS:** Dale Hammond

**KARAKIA:** Ben Wood

Visitors welcomed and given speaking rights.

**DECLARATION OF INTEREST:** Nil

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

**MINUTES:** The minutes of the previous meeting on 17<sup>th</sup> May 2023 were read and approved

Britton/Shah

**MATTERS ARISING:** The school is required to pass on the \$23,000 received from the Ministry of Education to the ISAP Trust for the Success of Little People grant.

**CORRESPONDENCE:**

Inwards/Outwards. Received and accepted.

Tabled correspondence – Inwards/Outwards. Received and accepted.

All correspondence moved.

**MATTERS ARISING:** The school is required to pass on the \$23,000 received from the Ministry of Education to the ISAP Trust for the Success of Little People grant.

**REPORTS:**

**PRESIDING MEMBER:** Report presented by Matt Britton

**PRINCIPAL'S REPORT:** Presented by Peter Kaiser

The Board moved that the school will apply to continue in the Government

Donation Scheme for 2024.

Kaiser/Britton

**FINANCIAL:**

Full set of accounts presented for May. The Board moved the expenditure for May of \$655232.60, capital expenditure \$27582.11.

Britton/carried

The process of co-opting a treasurer to the Board was discussed.

The Board moved the Balance Sheet Budget and Cash Flow Budget prepared by

Ask Accounting.

Britton/carried

**PROPERTY:**

Ben Wood presented the property report.

**HR EMPLOYMENT:** Aleem Shah prepared and presented the report.

Currently some new teacher aides are being interviewed for fixed term positions.

The Board approved the leave of term 1 2024 for Sharon Croft.

Shah/Lemalu

The Board moved that the staff listed and attested move to the next salary step.

Shah/Lemalu

**HEALTH & SAFETY:** Report prepared by Julie Matthews, presented by Anna Lemalu.

It was discussed that a sign be put on the pedestrian gate at the front entrance of the school. The parking committee met, and surveys are being prepared to go out. It was suggested that parents are trained to use Kokiri Street and then exit by going around Nui Mana and up to the main road.

A sign for the grounds regarding 'no responsibility taken by school when the grounds/bike track/playgrounds are used out of school hours was discussed.

EOTC: Tabled RAMS received for the Taster trip to Rangeview School for the Year 6 students.  
EOTC policy still to be revised.

TE ATATU KAHUI AKO-ASL:

Prepared by Margaret and a copy presented to the Board.

POLICIES:

Policies due for review

June

No. 6 Financial Management-Internal Control, Theft &  
Fraud Prevention

No. 11 Personnel Appointments

No. 36 Emergency & Evacuation

No. 47 Protected Disclosures plus Protected Disclosures Form

The above policies ratified with slight changes.

Curr-06 The Arts

Curr-07 Health & PE

Above policies ratified with no change.

Graham/Britton

GENERAL BUSINESS:

NZSTA:

As members of the NZSTA the Board can vote in the upcoming  
AGM. This was discussed.

CONGRATULATIONS:

Acknowledgement and congratulations from the Board to Peter Kaiser  
who has been made a Member of the New Zealand Order of Merit (MNZM).

CYCLICAL MAINTENANCE:

The Board moved and adopted the 2022 Cyclical Maintenance plan.

Wood/Kaiser

BANKING STAFFING:

The Board moved that all decisions for changes over the year between  
Teachers' salaries and bulk grant approved.

Britton/Lemalu

SURVEYS:

The Parent Community survey and Staff survey on parking at and around  
will be a link in the next Board newsletter to go out.

KAPAHAKA COMPETITION:

Ben updated the Board on the planning for Tirimoana to host this  
competition being held in November.

The board moved to apply for a grant to the The Trusts Community  
Foundation for \$18,500 to enable the school to host the West Auckland  
kawahaka competition (Te Kahu o te Rehia).

Lemalu/Wood.

CO-OPTING:

The process of co-opting a Board member was discussed.

This is for a board finance position. The process will begin by  
approaching parents and will be mentioned in the June Board newsletter.

SCHOOL CALENDAR 2024:

Peter explained to the Board how the school calendar works as far as  
deciding on opening and closing dates, with school being open for  
384 ½ days in 2024. To be discussed next term.

ACTING PRINCIPAL:

In Peter's absence in term 3 Dale Hammond will Acting Principal.

No further business

Meeting closed: 10.03pm

Next meeting: 26<sup>th</sup> July 2023

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