

Marlborough Primary School Board of Trustees

Meeting Minutes- 6.30pm Wednesday 21 February 2024

Present: Michelle Nell, Tim McMynne, Deanne Wotton, Michael Butler, Katie Farrimond, Mehul Solanki



Apologies: Jo McDermott, Tony Wrigley

Secretary: Johanna Palvie

Item	Topic		Led By	Time
1.0	Whakahaere (Administration)	Karakia Timatanga (opening Karakia/start of day) E te hui For this gathering Whāia te mātauranga kia mārama Seek knowledge for understanding Kia whai take ngā mahi katoa Have purpose in all that you do Tū māia, tū kaha Stand tall, be strong Aroha atu, aroha mai Let us show respect Tātou i a tātou katoa For each other	MN	5 min
1.1	Attendance and Apologies			
1.2	Confirmation of minutes of the previous meeting	MOTION: That the minutes of the December 2023 meeting are accepted as a true and accurate record (Chair, no seconder required) MOTION: [If required] That the in-committee minutes of the [month, year] meeting are accepted as a true and accurate record (Chair, no seconder required)	MN	2 min
1.3	Matters arising from previous minutes			
1.4	Correspondence			
1.5	Declaration of interests			

1.6	Board activities	Principal / Chair meetings Appointment of Presiding Member		
2.0	Te Whakaaturanga Kaimahi (Staff Presentation)	<i>None for January</i>		
3.0	Te Arotake Whaiaro (Board Self-Review)	Appointment of Presiding Member Annual Workplan needs to be workshopped		
	Board Meeting Dates	3rd Wednesday of every month at 5:30pm March - May- June August September October November December		
4.0	Pūrongo Rautaki (Strategic Reports)	24Strategic Plan		
4.1	Finance	January Governance Report 2024 Budget Reforecast Michelle Nell motion that the reforecast of the budget is accepted. All members voted in favor.		
4.2	Property	Michelle Nell motion to build a outdoor canopy - a concept drawing with measurement will be presented		
4.2.1	Playgrounds	Should be complete by the end of the week	MN	2 min
4.2.2	Swimming Pool	Completed	MN	2 min
4.3	Principal's Report (Includes Injury report)	Principals Report All members voted in favor go into committee to protect the individuals In committee 18:33 Out committee 19:50 Principal Appraisal Principal PLD Caretaker update	MN	15 min
4.4	Student Achievement Data	February - AoV - To be completed for March Meeting		
4.5	Health and Safety			
5.0	News Letter	Will change from biweekly to one at the end of		

		each term.		
5.0	Kaupapa Motukahi & Pakihi Whānui (Special Topics / General Business)	Visioning - process/ timeframes. Whanau logos ; Learning Values Shade options - Cantilever Star ; Centre Pole Star , COLA	MN	
6.0	Meeting preparation	Identify agenda items and date for next meeting		
7.0	Meeting closure	Karakia Whakamutunga (Closing Karakia/end of day) Ka whakairia te tapu Kua mutu ā mātou mahi Our work has finished Mō tēnei wā For the time being Manaakitia mai mātou katoa Protect us all Ō mātou hoa Our friends Ō mātou whānau Our family Āio ki te Aorangi Peace to the universe		

Notes and Actions for March Meeting

Action	Person	Completed	
AoV for March	MN		
Strategic Plan for March	MN		