



## MINUTES OF A MEETING OF THE BOARD OF TRUSTEES FOR NORTHCOTE INTERMEDIATE SCHOOL

HELD ON Monday 17 MAY 2021

As per the local Government Official Meeting Information Act 1987, the Chairperson passed a motion to exclude the public to protect the personal privacy of an individual(s) and to discuss sensitive issues. Minutes are kept of this section but are kept separate from the minutes that are freely available to the public.

**Present:** Kate Punturiero (Chairperson) (KP)  
Phil Muir (Principal) (PM)  
Sally Clendon (SC)  
Simon Archer (SA)  
Katrina King (KK)  
Spencer Willis (SW)  
Zane Cooper (ZC)  
Joel King (Deputy Principal) (JK)  
Angela Teague (Assistant Principal) (AT)  
Rangi Clarkson (Board Secretary)

**Apologies:** Kim Jones (KJ)

**Meeting commenced: 6:06pm**

### 1. Minutes of the Meeting of the Board 29 March 2021

That the Minutes of the Board Meeting held on 29 March 2021 be approved.

Moved KK, Seconded SC

### 2. Declarations of Interest / Conflict Register

None

### 3. Between Meeting Resolutions

None

### 4. Correspondence

SA joined the meeting at 6.16pm

Communication received in relation to wording of Technology "Fees" as opposed to Donation. Agreed to replace wording on website, prospectus and invoices to "Technology and Online Resources Contribution"

## **5. Health & Safety Register**

Nothing identified / reported by staff.

Next step to book BWOFF to train new caretaker

## **6. Principals Report**

The report was taken as read.

Discussion points ensued:

- Recognition of staff going above and beyond from the board. Option of Values award for staff members.
- New caretaker started – early days yet.
- Lots going on with building projects
- New LSC has started. Spending a lot of time in classrooms with teachers.
- Sports coordinator has started.

Moved SW, Seconded ZC

## **7. Finance Report**

The report was taken as read.

Moved SA, Seconded KK

## **8. Policy & Procedures Review**

**Reporting to Parents**

**Protected Disclosure**

**Visitors**

Update to policies on schooldocs. KK to send through amendments

## **9. Term 2 BOT Communication content**

Camp (plus photos)

Property

General BOT interest

Donations reminder

## **10. Camp wrap up**

432 students attended camp. 96% uptake

18 students did not attend. Not due to money

1 student went home due to anxiety

Can sharpen up Police Vetting process

Survey ready to go out to parents, teachers, students for feedback

## **11. Te Rito Database discussion**

Nationwide database for learning support. In final phases of development.

Pilot group of schools have already shared their data, however there are reservations around sharing our database with Te Rito (stored in a server in Australia)

**12. Action point update**

Action points reviewed and updated

**9. In Committee**

Meeting was moved into committee

**Meeting closed: 7:51pm**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Kate Punturiero  
Chairperson

DRAFT