

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

HELD ON Monday 7 December 2023

As per the local Government Official Meeting Information Act 1987, the Presiding Member 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:

### BOARD

Phil Muir (Principal) (PM)  
Katrina King (Presiding Member) (KK)  
Sally Clendon (SC)  
Damian Lawrence (DL)  
Rochelle Greer (RG)  
Zane Cooper (ZC)  
Spencer Willis (SW)  
Rangi Clarkson (Board Secretary)

## Apologies:

Dris Adradi (DA)

## Guests:

Angela Teague (AT)

## Meeting commenced: 5:07 pm

Meeting commenced with an opening Karakia led by KK.

### 1. Minutes of the Meeting of the Board 30 October 2023

Motion that the Minutes of the Board Meeting held on 30 October 2023 be approved.

*Moved SC, Seconded RG*

### 2. Interest Register

No changes were made. SW reminded to update with his details.

### 3. Between Meeting Resolutions

- To approve that Northcote Intermediate School apply to North and South Trust Limited for a Grant of \$6,840 to cover the cost of Rugby Uniform. This was approved unanimously.
- To approve the application to the Lion Foundation grant of \$32,900 for: football goal posts; technical equipment to support our Science and Technology programme through EPRO8; technical equipment to support our Digital Technology programme (including new iPads); funding to cover costs to send students to AIMS games 2024 (including accommodation and transport). This was approved unanimously.

#### **4. Correspondence**

Correspondence (via email)

- NZSTA News October
- 2024 international trip information correspondence
- Schooldocs Advisory – Term 4 Upcoming Changes
- NZSTA Auckland Regional Newsletter
- North Shore PM group correspondence
- Correspondence re new Salesforce tool for property management
- Communication around the COLA
- Annual plan & 2024 budget correspondence
- NZSTA Membership Matters
- Updated 5YA
- Parent communication (to be discussing In-Committee)

PM will forward on to board the recent resignations and begin to do this again moving forward as an FYI.

#### **5. Principal's Report**

The Principal's report was taken as read. General discussion ensued:

- COLA application has been approved

Report accepted as tabled.

*Moved KK, Seconded ZC*

Annual Plan Draft

- Updated plan (dated 28/11/23) was tabled and discussed. Agreed to update the plan to replace "Measures" with "Goals/Measures"
- Agree to take discuss with curriculum leads: What does success look like for 2024 and how will we measure this?

*The board unanimously accept the annual plan with points changed as discussed.*

#### **6. Overseas Travel Proposals**

- Rarotonga – 36 deposits received
- Silicon Valley – 35 deposits received

Resolution to support the board funding of 4 staff members for Rarotonga and 3 staff members for Silicon Valley, with a total value of \$33,000.

*Moved SW, Seconded ZC, passed unanimously*

## **7. Finance Report**

Finance report was received and discussed with the Finance committee prior to the meeting and their recommendation was to approve the report as tabled.

*Moved KK, Seconded DL*

## **8. Lion Foundation Grant Application**

Discussed and unanimously approved in Between Meeting Resolutions.

## **9. Approval for updated cyclical maintenance plan**

- Cyclical maintenance plan has been updated with painting of Room 1-4, staffroom and hall adjustments made.

Resolution tabled 'to approve the updated Cyclical maintenance plan as tabled'.

*Moved KK, Seconded SW, passed unanimously.*

## **10. Approval for 2024 Budget**

- Adjustment made to Board training expense line
- Adjustment made to classroom budget lines

Resolution to accept the 2024 Budget tabled noting the adjustments made.

*Moved DL, Seconded SC, unanimously approved.*

## **11. Delegation of Authority**

Salesforce is now being used by the MoE for Property projects.

Recommendation to delegate the role of Financial Authoriser to the Principal.

Resolution that 'the board approve the delegation of School Delegated Financial Authoriser of property projects to the Principal' – *passed unanimously*

## **12. Board review survey discussion**

Discussed survey results with board members and clarified points raised.

### 13. Health & Safety

- Highlighted the risk of potential dog bites. Discussed and agreed we have done enough to cover potential liability.

### 14. Policies and Board Assurances

Current policies up for review were highlighted.

Home learning policy: AT to review and reflect on possible updates on this policy.

### 15. Action point and event dates update

Action points reviewed and updated.

Board discussed and agreed on attendance at upcoming events.

### 16. In-Committee

Meeting closed and was moved In-Committee.

**Meeting closed: 6.45pm**

Date: 15/3/24

Signed: 

Katrina King  
Presiding Member