

Meeting Minutes: February 2025 4:15 PM

Present: K Paraone, M Norman, M Shaw, D Rogers, M Tito D Kākā and R Torr.

1. Administration Matters

Apologies: Nil

2. December Financial Report.

Presentation and analysis of the financial accounts.

Resolved that: “The financial report be accepted.”

D Rogers/R Torr

Resolved that: “The Proprietor will be reimbursed \$6,000 for the interior painting in the hall.”

R Torr/M Norman

3. Policy Review: Principal’s appraisal Policy [Support Material](#)

- a. Need to align our current policy with the new Professional Growth Cycle for Principal’s guidelines. **The principal will undertake this on behalf of the Board.**
- b. The PGC process is underway and the report to the Board will be in March.

4. Curriculum Review Two targets achieved. Literacy and numeracy targets not achieved.

All got L2 and L3. Average 82% attendance but it gets worse as the students get older.

[Variance reports and annual targets confirmed](#)

Measures taken to get the students over the line.

5. Strategic Focus Annual Plan for 2025. Targets to remain the same, adding reading targets in. Draft to be forwarded to the board by the principal.

Principal’s Report: [Ongoing summary of progress to date.](#)

Resolved that: “The Board approves the Primary School camp at Waitangi CampGround and the day trip to Urupukapuka Island.”

K Paraone/M Tito

6. Special Topic: Refer to last month’s minutes.

[Pandemic Plan](#)

7. Previous Meeting Minutes - [Confirmation and Matters arising](#)

M Shaw/D Rogers

8. Meeting Closure

Comments on meeting procedures and outcomes. Closed in prayer by D Kākā at 5:30 PM.

Preparation for the next meeting on 25 March.

| 2025 | 18 Feb | 25 Mar | 6 May | 17 Jun | 22 Jul | 26 Aug | 14 Oct | 18 Nov |
|----------------------------------|---|--|---|----------------------------------|-----------------|-------------------------------------|-----------------------------|--------------------|
| Policy Review (5-15 Mins) | Principal's appraisal report and agreement | Health and Safety & legal responsibilities | | Board Roles and Responsibilities | | Trustees' Code of Ethics | | Chairperson's Role |
| Curriculum Review (5-15 Mins) | Variance reports and annual targets confirmed | | Social Science including local history and Biblical Studies | | Health and PE | | Arts: Visual and Performing | |
| Strategic Focus (45-60 Mins) | Annual Plan Approved | Literacy | | Numeracy | | Ongoing summary of progress to date | | Budget |
| Special Topic (45-60 Mins) | Pandemic Plan | | NCEA Progress | | Property Report | | NCEA Progress | |

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| Mins) | | | | | | | | |
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