

**Minutes of Meeting held in the Staff Room
on Tuesday 25 March 2025**

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| 1. Present | Michael Maher, Nick Chapman, Megan Wheeler, Arapeta Albert and Annika Lim
Visitor: Myriam Gros |
| 2. Apologies | Claire Fromow and Alistair Monk |
| 3. Karakia, Open & Welcome | Meeting opened at 6.35 pm |
| 4. Declaration of interests | None. |
| 5. Previous Minutes | The Board resolved that the minutes from the meeting held on 25 February 2025 are a true and accurate record.

<i>Confirmed – A Albert & M Maher</i> |
| 6. Correspondence | i. Letter from PTA regarding donation
ii. Letter to PTA thanking them for donation |
| 7. Action List | No actions outstanding. |
| 8. Financial Report | i. February Financial Report discussed
ii. February Statement of Financial Performance discussed
iii. CAPEX Budget 2025 – Approved A Lim & A Albert
iv. Draft Annual Financial Statements for year ended December 2024 – any queries to Helen by end of the week.

<i>Confirmed – A Lim & A Albert</i> |
| 9. Principal's Report | i. Annual Implementation Plan 2025 discussed
ii. Promotional video shown – has been subtitled in Japanese, Korean and Chinese
iii. Health and Safety report discussed
iv. Confirmation that Deputy Principal, Claire Fromow, will be Acting Principal, for 2025, in the event that the Principal is unavailable for an extended period of time.

<i>M Maher</i> |
| 10. Key Issues | i. Board Assurance Statement was discussed and queries clarified.

<i>M Maher</i> |
| 11. Policies | i. Attendance Protocols and Processes discussed including Term 4 attendance data – <i>Approved with some minor changes</i>
ii. Policy on First Aid Care – <i>Approved with some minor changes</i>
iii. Procedures for First Aid Care

<i>Approved – A Lim</i> |

12. General Business

- i. ERO Schedule – Nick, Annika and Arapeta to meet with ERO on Monday 9.00am – 5 May 2025
- ii. Propose change of BOT dates for August & September – No change.
- iii. Board Elections – Board agreed to Schooled NZ conducting the election process.

13. Meeting Review

Indepth and succinct discussion around the board table.

The meeting closed at 7.35 p.m.

Next meeting: Tuesday 20 May 2025

Signed: 
Nick Chapman
Chair

Date: 20/5/2025