MINUTES (in Review)

ZOOM BOARD MEETING

Name:	New Board of Ko Taku Reo_2026
Date:	Wednesday, 10 June 2026
Time:	7:00 pm to 9:00 pm (NZST)
Location:	Virtual, Zoom
Committee Members:	Victoria Manning (Committee Chair), Adrian Easton , Barbara Alaalatoa, Chris Sinclair, Chris France, Edeh Sullivan, Oliver Ferguson, Patrick Stokell, Amy Geue, Jennifer Smith, Lexus Thompson, Sierra Wetzel, Victoria Manning (Committee Chair)
Attendees:	Cindy Cascalheira

1. PROCEDURAL

1.1 Welcome and Karakia

1.2 Public attending school

Taken as read

Board agree on adopting this procedure for public attending board meetings

Board approve to adopt this procedure

Decision Date:	10 Jun 2026
Mover:	Edeh Sullivan
Seconder:	Victoria Manning
Outcome:	Approved

1.3 Present

1.4 Apologies

1.5 Interests Register

1.6 Approval of previous minutes

Face to Face Board meeting 16 May 2026, the minutes were confirmed as presented.

1.7 Correspondence - taken as read

1.8 Action List

Due Date	Action Title	Owner(s)
30 Jan 2026	Constitution change discussions to take place **Status:** On Hold	Victoria Manning

Due Date	Action Title	Owner(s)
14 Aug 2026	Executive Principal to review all delegations **Status:** In Progress	Amy Geue

2. BOARD TRAINING

2.1 Code of conduct

5. I Respect the process of collective decision-making

I recognise that only a member authorised by the board to do so may speak on behalf of the board. i do not act independently of the board's decisions.

For us as a board

- If the board as a whole make a decision, it cant be assumed an individual on their own made a decision.
- A parent or community cant approach one member on a whole board decision
- Board members can offer their opinion on a matter as long as it is made clear its their own individual opinion
- In the eyes of the community you are 'a board member' even outside of board meetings so always be careful what you say as people might see it as a 'board view' or 'board opinion'

3. TEACHING AND LEARNING

3.1 Executive Principals report

Reports received and taken as read

- A Thank you to the Deputy Principals for a much clearer and easy to understand report. The board would like the DP's report to continue in this format
- Discussion around recruitment and filling vacancies - the school often have teacher vacancies. The number varies based on resignation, promotions, long term sick leave, maternity leave. This is not a concern as it is BAU
- Its important to note that recruitment in the Education sector is very difficult for all schools especially school that require unique adaptation and differentiation for student learning

Principals report received and approved

The board approved the principals report

Decision Date: 10 Jun 2026
Mover: Chris Sinclair
Seconder: Victoria Manning
Outcome: Approved

3.2 Deputy Principal's Report

Deputy Principals report received and approved

The board approved the Deputy Principals report

Decision Date: 10 Jun 2026
Mover: Chris Sinclair
Seconder: Victoria Manning
Outcome: Approved

3.3 For Decision by the board

Board received and taken as read

- Note that we will still meet our legal requirements in terms of number of teaching days - confirmed
- These two days will be 'Teacher only days' - no onsite supervision for students for these two days
- We will give families plenty of notice as these days are only planned for November
- Residential students will be supervised but Teacher aids, residential staff etc
- This PLD for teachers is within budget and will include ALL teachers - around 230
- If a student needs to attend school for a test or a specific achievement related need, we will provide support through Teacher aids and Educational interpreters

2 day school closure for All Teacher Bi bi PLD

The board approve 2 x teacher only days for Bilingual Bicultural Deaf education conference in Christchurch for all teachers

Decision Date: 10 Jun 2026
Mover: Amy Geue
Seconder: Edeh Sullivan
Outcome: Approved

4. COMMITTEE REPORTS

4.1 Finance

Reports taken as read

- The board to review
- **Changes**
  - Give board secretary delegation of board budget
  - Increase to financial delegation figures to ensure smooth and efficient functioning of the school
  - No one has delegation to go over their budget line
- **The finance committee include**
  - Executive Principal
  - Head of Finance
  - Director of Corporate services
  - 2 x Board representatives
- **Additional delegations around the Happiness funds**
  - For clarity the Happiness fund is money that has been gifted to the school through various ways
  - There are rules around this and how it can be spent, there is a Happiness Fund Committee to ensure we are abiding by the Happiness fund rules
- The schedule of delegations has been discussed at a few Finance committee meetings
- The Head of Finance sent through a proposed recommendation for change to the financial delegations which has been reviewed and submitted to the board as a first draft

- If the board approve the first draft it will go to the finance committee

Agree in principle to the new Financial delegations

Board approve this first draft to go to the finance committee to finalised and return to the board for final approval

Decision Date: 10 Jun 2026
Mover: Edeh Sullivan
Seconder: Victoria Manning
Outcome: Approved

Finance Committee terms of reference

The review was taken as read

- Been reviewed not many changes have been made
- Slight changes to the appointment and role of the chair
- The finance committee role is to over see the monthly report, ask questions and then bring recommendations to the board but are not a decision making committee

Finance Committee terms of reference

The board approve the finance committee terms fo reference in principle as a first draft

Decision Date: 10 Jun 2026
Mover: Edeh Sullivan
Seconder: Victoria Manning
Outcome: Approved

Committee reports were received and taken as read

4.2 Property

Report received and taken as read

4.3 Risk and Compliance

Reports were received and taken as read

5. POLICIES FOR REVIEW

5.1 Board workplan review

5.2 Current policies for Board review

Policy received and taken as read

- LSM role is to ensure that the board engage in the process of review of policy and where appropriate whanau, parents, staff, board etc are consulted as appropriate
- The board require assurance that the policy and procedure are being adhered to and the safety of our students are at the centre of everything

- We have a full time permanent staff member who just focuses on the EOTC and ensuring we cover all our bases for the safety of our students

Board assurance required for EOTC

The board require assurance that the enactment of the EOTC policy is adhered to and our students are safe

Due Date: 13 Aug 2026
Owner: Cindy Cascalheira

6. IN COMMITTEE (public excluded business)

6.1 In Committee Section

7. CLOSING AND KARAKIA

7.1 Close the meeting

Next meeting: Face to Face Board meeting - 14 Aug 2026, 10:00 am

Signature:____________________ **Date:**_________________________