



## FRUITVALE SCHOOL BOARD

### MEETING ONE

Monday 27 March 2023

Fruitvale Staffroom

40 Fruitvale Road  
New Lynn  
Auckland 0600  
Phone – 09 827 2752  
Email -  
office@fruitvale.school.nz

- 1. Meeting Opened** 6.05 pm  
**Karakia** Donal McLean  
**Present** Poata Eruera (Chairperson), Donal McLean (Principal),  
Denise Hall (Treasurer), Janelle Callaghan (Staff Representative),  
Tracy Ogden-Cork

**Minute Taker** Denise Hall

- 2. Apologies** Tane Te Wake  
**Absent** William Brown

**3. Chairperson Introduction**

It's nice to be able to see Board members meet face to face. It's been a long time. It is disappointing that Tane and William are absent. This is our first meeting for 2023. We have a lot to do.

**4. Minutes of previous meeting dated 14 November 2022**

Members have read the previous meeting minutes.

**Motion:** That the minutes of the previous meeting dated 14 November 2022 be accepted as true and correct.  
**Moved:** Donal McLean  
**Seconded:** Tracy Ogden-Cork  
**Passed:** Unanimous

**5. Matters arising from 14 November 2022 minutes.**

That a correction to one of our Board member's name from Tracey Ogden Cork to read Tracy Ogden-Cork.

**6. B.O.T.**

**Financial Summary - November 2022**

Projected Working Capital for December 2022 is \$260,140

F.F.C. Reserves \$41,764, Special Projects \$10,000, School M.O.E still to spend \$15,100 = \$66,864

Operating Position is at 92%. Income 95%. Expenses 94%.

Banked Staffing **minus \$69,498.**

Covid has had a major impact on banked staffing – Mr McLean to update the BOT as and when required.

We currently have Term Deposits amounting to \$190,000.

Fruitvale School's Year to Date **surplus/deficit** is \$29,713 against original deficit budget of \$20,452.

**Motion:** That the November 2022 Financials be accepted and approved.  
**Moved:** Denise Hall  
**Seconded:** Donal McLean  
**Passed:** Unanimous

### **Financial Summary - December 2022**

Adjusted Working Capital for December 2022 is \$351,114  
F.F.C. Reserves \$40,753, Special Projects \$10,000 = \$50,753  
Operating Position is at 100%. Income 109%. Expenses 110%.

Banked Staffing **minus \$44,191.**

Covid has had a major impact on banked staffing – Mr McLean to update the BOT as and when required.

We currently have Term Deposits amounting to \$100,000.

Fruitvale School's Year to Date is **surplus/deficit** is \$40,720 against original deficit budget of \$20,452.

**Motion:** That the December 2022 Financials be accepted and approved.  
**Moved:** Denise Hall  
**Seconded:** Janelle Callaghan  
**Passed:** Unanimous

### **Financial Summary - January - February 2023**

Projected Working Capital for December 2023 is \$395,915  
Includes a deduction for special reserves for F.F.C. of \$40,839  
Operating Position is at 17%. Income 17%. Expenses 17%.

Banked Staffing **minus \$6,648.** Mr McLean to update the BOT as the year progresses.

We currently have Term Deposits amounting to \$300,000.

Fruitvale School's Year to Date is **surplus/deficit** is \$9,773 against original deficit budget of \$29,905.

**Motion:** That the January - February 2023 Financials be accepted and approved.  
**Moved:** Denise Hall  
**Seconded:** Poata Eruera  
**Passed:** Unanimous

### **Budget Review 2023 – deficit \$29,905**

Please note that the 2023 Budget is a very conservative one taking into consideration the uncertainty of Equity Funding. It is also noted that some budget lines have been reduced or not showing at this stage due to this factor. Mr McLean is confident that we will receive more funding than what we are currently expecting. Therefore the 2023 Budget was approved upon the proviso that when more funding is received, Mr McLean will amend/alter budget lines as he deems fit on behalf of the BOT.

### **Treasurer's Verbal Report**

#### **Audit and Annual Report for 31 December 2021**

We acknowledge receipt from RSM dated 25 January 2023 (received in March 2023). Congratulations to Ms Jacqui Teale, Donna from C.E.S. and our Senior Management for their due diligence, assuring the Board of Trustees that our school's financial operations and reporting systems are in order.

There were no errors noted in the financial statements that remained uncorrected.

There were no journal adjustments made to the financial statements because of our audit.

Net Surplus for the year was \$45,116 against the 2021 Budget of \$5,702.

Also special thanks to Mr Colin Henderson, Audit Partner of RSM Hayes Audit, in taking accountability for the 2-year delay in completing this audit for 2021.

'Draft' Annual Report for 31 December 2022

We are currently entering into a net deficit of \$40,719 against the 2022 deficit budget of \$20,452.

I personally do not like operating in deficit budgets, however with the uncertainties of Equity Funding experienced this year (and more than likely 2023/4) over expenditures to budget does not help. However, I do support Mr McLean with his decision making and empathise having to deal with such adversities within the Education Sector. Obviously Senior Management will review, for example, the Learning Support Staff structure but would appreciate in the meantime that all staff are mindful of expenditure and staying within budget lines until Mr McLean gives approval of any 'over budget expenses'.

**Cyclical Maintenance Confirmation – tabled for next meeting.**

**Student Data as at 15 March 2023**

BOT presented with data to understand the ethnicities.

MOE Ethnic Group - 5 categories - Asian and NZ European 24.63%, Pacific 23.44%, NZ Māori 19.29%

Gender Group - Female 52.52%, Male 47.48%

Ethnic 1 - 24 categories - NZ European 27.89%, NZ Māori 16.91%, Samoan 13.65%, Indian 13.35%

Address - New Lynn 52.52%, Glen Eden 26.11%, Kelston 6.82%, Glendene 5.04%

**Matters Arising from Student Data** – Denise to send Ethnic 2 - breakdown to Poata.

**Charter 2023 – baseline data and school context for 2023 – Tabled for next meeting.**

**7. Principal's Report**

Mr McLean spoke in reference to his report.

Curriculum

Firmly covered T2.

MAC meeting went really well.

Document and Self Review

- a) Auditors due in Term Two for 2022.
- b) Analysis of Variance – data is disappointing but understandable.
- c) PAT Maths and STAR done by Y3-Y6 – processing data.
- d) Risk Management - repeated every term

**Principal has assured** the Board that identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This includes sun protection.

School Planning and Reporting

**Principal has assured** the Board that sections of the most recent school charter/strategic plan that require yearly updating have been updated so that the charter/strategic plan remains in place for 2023, and that this will be forwarded with the analysis of variance to the Ministry of Education by 31 March.

**Principal has assured** the BOT that a single PDF file of the annual report for the auditor (including audited financial statements and required signatures) is submitted to the Ministry through the School Data Portal by the board by 31 May.

**Principal has assured** the Board that the school charter/strategic plan and annual report is available for public view.

Equal Employment Opportunities

**Principal has assured** the Board that the school complies with the Equal Employment Opportunities (EEO) policy and that an EEO statement is in the annual report (including any issues from the previous year).

Healthcare

**Principal has assured** the Board that the policies and procedures relating to first aid, recording and notification of accidents, and managing/administering/recording medication are up-to-date and implemented correctly.

Safety for Students on Work Experience

**Principal has assured** the Board that work-based learning and work experience situations for students meet the required welfare and safety conditions.

#### Staffing

Fully staffed.

Sick leave is still fairly high but being monitored.

More deaf children and their families are joining our school community.

#### Finance

Under no. 5. BOT

#### Property

Our painting contractor has left, 60-75% completed

Croydon Drive becoming a health and safety issue. 5Y property plan to review bringing forward, if at all possible. Denise to search for BOT or email from Charles, MOE stating that they would reseal Croydon Road after the new build was completed.

Netball turf in deteriorating condition.

Sandpit in covered space for Junior classes is a 2023 project.

Behaviours of drivers on Fruitvale driveway being overseen by SMT again.

#### Health and Safety

Playground posts to be sorted Term One holidays.

Breakfast Club – being a great success. Our staff representative spoke of her students who attend the Breakfast Club are happier and more focused in the classroom.

The BOT looks forward to receive data over 2023 to see whether attendance, behaviours and focus on improved learning has increased.

#### General

As noted in Principal's Report.

**Motion:** That the Principal's Report be accepted and approved.

**Moved:** Donal McLean

**Seconded:** Poata Eruera

**Passed:** Unanimous

#### **Matters Arising from current Principal's Report**

As discussed throughout.

## 8. Correspondence

### Inwards

Jacqui Teale - Professional Development request toward her Health Science Degree.

That the BOT supports Ms Teale by sponsoring two papers being:-

175.301 Community Psychology

175.317 Health Psychology

The 2023 year amounting to \$1,822.36 with the same conditions as in previous years.

**Moved:** Poata Eruera

**Passed:** Unanimous

### Outwards

Nil

## 9. General Business

Minute Taker – Koha - Term One and Term Four to reimburse for one day per week at sKids After School Care Programme for the Walker Whānau

*The Chair moved "that in terms of the Local Government Official Information Act 1987 the public be excluded from the meeting because the Board wishes to discuss matters relating to (student's discipline and personal staff matters) and discussion of these matters in public would infringe the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982.*

**Board Meeting Closed:** 8.02 pm

**10. In Committee**

Yes / **No**

In Committee Closed:

**Next Meeting:** 29 May 2023

### Actions from this and Previous Meeting/s

- Donal review emails between Civic Torwin Construction/Fruitvale and to seek advice from M.O.E.
- Further options re pool cover/alternatives still under investigation.
- Playground posts during Term One holidays. ✓
- Classroom blinds and /or tinting – to be actioned 2023/24. Ⓜ
- Cyclical Maintenance Confirmation – tabled for next meeting.
- Denise to send Ethnic 2 - breakdown to Poata.
- Charter 2023 – baseline data and school context for 2023 – Tabled for next meeting.
- Denise/Donal to search for BOT Minutes or email from Charles, MOE, stating that they would reseal Croydon Road after the new build was completed.

These Minutes dated 27 March 2023 were ratified by the Board of Trustees on Monday 29 May 2023

Poata Eruera  
BOT Chair

29.05.23