

AGENDA

Meeting held on the 12th May 2025 at Matangi School at 6:30pm

Supporting documents and links

[Work Plan](#) [Charter](#)

- 1 Welcome and Karakia (2 mins)
- 2 Present & Apologies(2 mins)
- 3 Board Co-opt(10 mins)
- 4 Adopt Agenda (2 mins)
- 5 Speaking rights (2 mins)
- 6 Board Hours(2 mins)
- 7 Conflict of Interest (3 mins)
- 8 Previous minutes (to be taken as read and signed) (2 mins)
- 9 Matters arising from previous minutes (5 mins)



Action – Ongoing	Who/Time Frame	Resolution / update this meeting
Review Staff wellbeing and safety policy - organise a sub-committee consisting of a few staff members.	On-going	

Actions from 24th March 2025	Who/Time frame
Near miss register	Sarah Godsall
Sickbay report comparison and burn incident investigation	Sarah Godsall, Amy Pickford Burns were from hot glue guns and burn gel was applied.
Upload Concerns and Complaints procedure to website	Sarah Godsall, Amy Pickford
Complete Asbestos Management Plan	Matt Silverton
Matangi Volunteer Group - Look further into this and expand on Health and Safety requirements	Sarah Godsall, Lisa Murray

- 9 NZSTA Jumbo Cards (5 mins)
- 10 Evidence of Strategic Goals (10 mins)
- 11 Acting Principal's report (15 mins) - Sarah Godsall
- 10 Finance - Matt Silverton (5 minutes)
- 11 Property (5 mins)
- 12 Health and safety and wellbeing (5 mins)
- 13 Policy and procedures (5 mins)
- 14 Inward Correspondence (5 mins)
- 15 General Business
- 16 In committee (20 mins)
 - Ministry of Education Specialist Support Update
 - Staff Leave Request

ANTICIPATED MEETING CLOSURE: __8:30 pm