

# Minutes for Full Board Special Meeting Tuesday 28 January 2025 at 5.30 pm Held in: Te Puna o Te Pito Mata

**Our Mission:** *Kia mahara o neherā; Kia Waihanga āiane; Hei aratakina ā mua.  
To acknowledge our past; To inspire our present; To transform our future world.*

Present: Brendon Wilkinson (Presiding Member), Michael Hart (Tumuaki), Alia Finn, Siobhan Flanigan, John McKeowen, Kathy Ngamane, Wayne Whitney, Kiryn Curnow

In Attendance: Tracey Reed (Board Minute Secretary)

## Meeting Opening and Naumai haere mai / Welcome

The meeting opened at 5.36 pm.

**Apologies** – Roanne Mitchell-Te Teira, Palarry Rous, Ngaio Hodson-Rapana

**Declarations of Interest** - J McKeowen – As an Edpro employee, J McKeowen will excuse himself from the meeting for any decision making.

**Confirmation of Agenda** - Confirmed

**Speaking Rights** – Sharyn Baker, Business Manager

### 1. AoB (Any other Business) (5.38 pm)

General catch-up following Xmas/New Year break.

### 2. PROPERTY / CLEANING (Cleaning Services / Property Management (Caretaking & Groundskeeping) (5.46 pm)

Update on Cleaning and Caretaking review

- [Review - Pros and cons](#)

**Discussion:**

#### Cleaning Services Option 1: Employing Cleaners Directly

- M Hart  
Pros – No: 5 **Direct communication:** Ease of direct communication, without the management layer between the school and the staff. Assurances that needs communicated to management are directly received by staff and vice versa.  
- *following a meeting with Edpro staff where direct communication was preferred by Edpro staff.*
- J McKeowen  
Cons – No: 2 **Higher Operating Costs:** Direct employment may require additional benefits, such as holiday pay, sick leave, and pensions. While these are fair and reasonable they become 'liabilities' on our balance sheet and therefore reduce to use funds elsewhere (as liabilities need to be allowed for).  
- *A contractor would have in their contract the extras for holiday pay, sick leave and pensions.*  
- *Stock management where an external provider may find the cheapest option e.g. plastic handtowels holders which are easily breakable.*

### 3. IN-COMMITTEE (5.54 pm)

"That the Board go 'into committee' under Section 48 of the Local Government Official Information and Meetings Act 1987

Reason: to discuss matters relating to contracts and matters of a commercially sensitive nature, this being necessary to protect the privacy of the individuals under Section 9 of the Official Information Act 1982.

The board moved out of committee at 7.36 pm

#### Meeting closure

The meeting closed at 7.36 pm

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Brendon Wilkinson  
Presiding Member

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Date:

**The next Board meeting will be held on Monday 24 February 2025 at 5.30 pm**