

## Board of Trustees Meeting Minutes – 3 May 2017

Approved 07/06/17

*Note from Chair:* Due to a medical emergency this meeting held on 3/5/17 was abandoned due to the medical emergency. Items marked \* were discussed at the rescheduled meeting on 17/5/17 and are recorded in those minutes. Minutes from 17/5/17 and 03/05/17 should always be kept and read together.

Open: Karakia Timatanga  
7.00pm

### 1. Administration

1.1 Present: Gillian, Vera, Shane, Di, Eli, Craig, Tricia Chapman (NZSTA), Rachel, Hayden (guest speaker), Lucy (guest -7.15pm), Luana (guest presenter 7.30pm), Di C (guest presenter 8.15pm)

1.2 Apologies: Dave

Motion:

I move to grant speaking rights to Tricia Chapman as she is here on behalf of NZSTA and so will have relevant contributions to this meeting

**Moved/Seconded: Brinkley/ Maiava Carried Unanimously**

1.3 Confirmation of previous minutes

Motion: I move that the minutes of the previous meeting are true and correct.

**Moved/ seconded Brinkley/ Xu Carried Unanimously**

1.4 Correspondence \*

### 2. Strategic Decisions & Discussions

2.1 Strategic decisions

BoT Charter 2017 draft distributed and discussed thoroughly.

MOE have been consulted. Data doesn't always reflect the improvement made by children.

**Motion:** When the draft is completed it will be approved by the board via email.

**Moved/ seconded: Brinkley/ Press Carried Unanimously**

2.2 Strategic discussions

Follow up from last meeting re: Board consultation

Policy review committee will met with NZSTA to develop further.

Community consultation opportunity at the science evening in week 3.

2.2.2 Whanau representation from the BoT.

Whanau Tautoko Hui next week.

### 3. Monitoring

3.1 Principals Report

Distributed and partially discussed\*.

Roll sits at 283 (not 282 as stated in the report).

Projected roll was 320 – potential staffing implications for next year.

Some funding applications for Polyfest may need approval around meeting times.

<p>3.2 Finance</p> <p>3.2.1 End of month reports for March &amp; April 2017</p> <p>3.3 Property</p> <p>3.3.1 Swimming pool Hayden addressed the Board. He is a Service Engineer for a pool company, who is offering his expertise to bring the school pool up to scratch. Identified issues: age of equipment in some instances, cleaning the pool through chemical filtration, steps, paintwork, heating fans, control system, on-going maintenance, changing rooms, rails, storage. Plan: Hayden to provide a list of priorities and costs, including where external contractors will be required for work to be completed. Sources of funding to cover these costs to be identified.</p> <p>3.4 Health and Safety</p> <p>3.4.1 Dogs in school policy*</p> <p>3.4.2 Playground complaint*</p> <p>3.5 IT</p> <p>3.5.1 Liaison with other schools*</p> <p>3.6 Curriculum</p> <p>3.6.1 Science Dianne Christensen presenting to the BoT. Congratulations from the Board on winning the Prime Minister's Science Award. Presented possible ideas for spending of the prize money. To be discussed further by the board.</p> <p>3.6.2 Pasifika class Presentation/feedback from Luana. Multiple languages spoken in class – most are ESOL. Pasifika values are embraced -older children aid younger children, Respect , Reinforcing parents speaking their mother tongue to the children; 4 teacher aides doing ELA courses; A lot of high behaviour needs in this class, but there has been a positive shift in this area. Next steps: Topic is migration (Eels) and navigation (science and technology). There will be some cross-grouping with PI students from other classes. Curriculum data looks encouraging at this stage.</p> <p>3.7 Personnel</p> <p>3.7.1 Principal appointment progress*</p> <p>3.8 Other</p>		
<p>4. <u>Other Business</u></p> <p>None</p>		
<p>5. <u>In-committee items*</u></p> <p>5.1 Previous minutes*</p> <p>5.2 OIA requests*</p> <p>5.3 Enrolment Zone progress*</p>		

6. Meeting Closure <i>Meeting was abandoned at 9.30 due to a medical emergency.</i>		
6.1 Identify Agenda Items for Next Meeting – <i>*due to a medical emergency all items not discussed will be carried over to a rescheduled meeting at a date to be agreed by the board. These have been indicated in the minutes as above.</i>		
Karakia whakamutunga		
Note 1: Correspondence is listed on the back of the agenda Note 2: List of current delegations attached to agenda		

All reports associated with this meeting are available online , or in the school office during normal school hours.

**NOTES 1:**

Correspondence in:\*

Correspondence out:\*

**NOTES 2:**

BOT delegations:

**Chair:** Rachel

**Deputy Chair:** Craig

**Committees:**

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

**Portfolios:**

Civil Defence: Eli, Toni

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave



07/06/17

## Board of Trustees Meeting Minutes – 17 May 2017

Approved 07/06/17

**Note from Chair:** Due to a medical emergency the first part of this meeting held on 3/5/17 was abandoned due to a medical emergency. Items marked \* were discussed at that meeting and are recorded in those minutes. Minutes from 3/5/17 and this meeting should always be kept and read together.

Open: **Karakia Timatanga**  
7.00pm

### 2. Administration

2.1 Present: Gillian, Vera, Shane, Di, Eli, Craig, Rachel

2.2 Apologies: Dave, Tricia

2.3 Confirmation of previous minutes\*

2.4 Correspondence: MOE Bulletin for School Leaders

**Motion:** Move to table the following additional reports:

- Charter final draft **Moved/ seconded Brinkley/ Maiava Carried: Unanimously**

### 2. Strategic Decisions & Discussions

2.1 Strategic decisions made if required

Charter now completed. Thanks Dianne for all the hard work you have put in to pull the charter document together.

**Motion:** Move to accept Strategic Plan wording changes to clarify that they are actionable in the action plan **Moved/ seconded Brinkley/ Doherty Carried: Unanimously**

Motion: I move to accept Charter for sending to MOE

**Moved/ seconded Brinkley/ McPeake Carried: Unanimously**

2.2 Strategic discussions\*

2.2.2 Whanau representation from the BoT.\*

### 3. Monitoring

3.1 Principals Report\*

Some items discussed at 3/5/17 meeting. Update to discussion at meeting 3/5/17:

- Hazard register and H& S issues being reported at family meeting.
- Health Committee team in staff can report back to BoT.
- Kids playgrounds in schools publication from Worksafe.
- Staffing: maternity leave, need to have talk about babies / children on site re good employer – what does this look like. Regulations to be identified from NZSTA. *Action point: Di or Rachel*
- Police vetting: soon to be charged \$8.50 for each check. Discussion around determining guidelines about who needs police checking & when, so we can predict annual costs.
- Volunteers policy to be discussed by Policy Review Committee
- **Motion to include extra item under Principals report:** Building work at front of school. **Moved/ seconded McPeake/ Press Carried: Unanimously**

*Action point: site meeting to be attended by with Lee, Di and Shane*

### 3.2 Finance

#### 3.2.1 End of month reports for March & April 2017

- Verbal report from finance via Chair.
- Finance reports are coming late from Ed Services – Di following up with them and will arrange a face to face meeting with Dave present.
- Audit – Follow-up required LAT funding in 2016 – Di has requested Barbara Hay to explain this situation.

**Motion:** Move that the finance report be accepted:

**Moved/Seconded: Press / McPeake Carried: Unanimously**

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### 3.3 Property

#### 3.3.1 Swimming pool\*

Update to discussion at meeting 3/5/17 - Funding by SwimSafe \$3000 has been offered towards cost of pool upgrade.

### 3.4 Health and Safety

3.4.1 Dogs in school policy - Consultation – discussion about this. To be developed as a guideline. *Action Point: Craig to redevelop and redistribute then share with school community for consultation.*

3.4.2 Playground complaint – 2x HCC staff have come and inspected the playgrounds, have made comments & recommendations. Will need LBP's to take the playgrounds down. Signs being taken down every night but we don't know who by – caretaker checking and replacing. Will take significant funding to upgrade. Will need to apply for grants. HCC staff member is satisfied with how we are fencing off the playground areas and that we are being proactive about resolving the issues.

### 3.5 IT

#### 3.5.1 Liaison with other schools

Discussion about letter to be signed and sent. Agreed to send to other local schools.

### 3.6 Curriculum

#### 3.6.1 Science\*

Update to discussion at meeting 3/5/17: Board committee to establish criteria for proposals for spending of prize money. Then to ask for proposals from staff. *Action Point: Craig, Eli, Vera to establish criteria*

#### 3.6.2 Pasifika class\*

### 3.7 Personnel

#### 3.7.1 Principal appointment progress

Dianne left the meeting for this part of the discussion. Need to appoint acting principal for the remainder of the year. Board approved this on a term by term basis. Dianne returned.

Offer verbally made to Dianne to continue in acting principal role – need to consider if this is a term by term basis or an offer for both terms 3 and 4. Appointment committee need to meet to confirm timeframe which will allow us to make this decision. Offer to remain on the table until this occurs before next board meeting.

3.7.2 Acting Principal Appraisal – approved by board in principle, although need to identify cost. External appraiser / local mentor for new principal may be a suitable person. *Action point: Di to identify cost*

3.7.3 Staff appraisals – this process has started through a variety of means (lead by Principal and LT's) which will result in robust steps throughout year to formulate evidence

based portfolios.  3.8 Other - none		
<u>4. Other Business</u> None		
<u>5. In-committee items</u> Motion: That the public be excluded from the following part/s of the proceedings of this meeting namely agenda item 5. The grounds are that the matter is one of: that the exclusion of the public from this part of the proceedings of the meeting is necessary to enable the board to deliberate in private on its decision or recommendation. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. <b>Moved/ Seconded Press/ Doherty Carried Unanimously</b>  5.1 Previous minutes 5.2 OIA requests 5.3 Enrolment Zone progress  Moved out of committee at 9.30pm.		
<u>6. Meeting Closure</u>  6.1 Identify Agenda Items for Next Meeting - none		
Karakia whakamutunga		

All reports associated with this meeting are available online , or in the school office during normal school hours.

**NOTES:**

BOT delegations:

**Chair:** Rachel

**Deputy Chair:** Craig

**Portfolios:**

Civil Defence: Eli, Toni

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave

**Committees:**

Health & Safety: Shane, Dianne, Gillian

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