

Board of Trustees Meeting Minutes – 7 June 2017
Date Approved: 12 July 2017

Open: Karakia Timatanga

1. Administration

1.1 Present: Rachel, Craig, Vera, Dianne, Gillian, Tricia Chapman (NZSTA)

1.2 Apologies: Shane, Eli, Dave (bereavement) and Toni

1.3 Move that Tricia have speaking rights during this meeting as what she has to say will be of relevance to this meeting.

Approved: Rachel/Craig

1.4 Confirmation of previous minutes /matters arising

Move that previous minutes are true and correct pending changes.

Approved: Rachel/Craig

1.5 Correspondence

17/5 Pop-up carols request from HCC

Health and Safety Committee to discuss with the council. Board are in favour of hosting this event.

Action: Dianne to contact HCC.

19/5 Principal appointment invoice

Details previously approved.

Action: Rachel to follow up with sender of invoice.

2. Strategic Decisions & Discussions

2.1 Strategic decisions made if required

- Charter: noted. Went live on MoE site as soon as it was sent. Dianne made aware of an accounting standard will be coming in that could affect leased items later in the year.
- Annual report 2016 noted. Ours is available on the school website in accordance with the Education Act Update 2017 as of May 17th 2017.
- Board report 2016 noted.

2.2 Education Act Update 2017

Document distributed and gone over thoroughly.

Consultation with CoL and Early Childhood Centres in Term 3 re: cohort changes.

Noted updated requirements for BOT's.

2.3 Review of Complaints Policy

Need to strengthen this as noted via research that some other school's policies are broader in scope and this could be beneficial for our board and management in handling complaints. **Action:** to be reviewed as part of the wider policy review process.

2.4 PM Science prize draft guidelines. Document distributed and gone over thoroughly.

Some minor changes to be made.

3. Monitoring

3.1 Principal's Report

Document distributed and gone over thoroughly.

Roll of 291 currently. None of the families that have left recently are leaving due to dissatisfaction with the school. All were due to circumstance and housing. Documents due for destruction are to be reviewed before their destruction. MoE School Records Retention/Disposal guidelines will continue to be followed during this process.

Move that the archived records can be destroyed (as attached to principal's board report), with the exception of financial records of 2008 and 2009 – these need to be withheld from destruction pending confirmation that they were used for finance staff reporting only and are not the main copies of Board records. **Action:** Dianne to check whether these are appropriate to be disposed of.

Approved: Rachel/Gillian

CoL discussion to be had in depth at the next BoT meeting.

3.2 Finance

3.2.1 End of month reports for April

Document distributed and gone over thoroughly. No issues identified.

Move the Financial Report be approved as true and correct.

Approved: Rachel/Gillian

3.3 Property – no issues addressed separately from the Principal's report.

3.4 Health and Safety

3.4.1 Swimming pool: Grant received to aid in the repair of the pool, Advice to be sought regarding priorities for spending this. **Action:** Dianne to contact poolman.

3.4.2 Playgrounds

Awaiting reply from council re: permissions.

Di to meet with Lee to discuss.

3.4.3 Winter health issues

Despite many illnesses we have coped well and all classes have had the necessary staff. Issue is one across the Hutt Valley.

3.4.4 Dogs in School guidelines redraft

Move that the new guidelines for dogs in schools be approved pending changes.

Approved: Craig/Rachel

3.5 IT

3.5.1 IT workshop – hasn't been held yet. Craig will report back afterwards.

3.6 Curriculum

Leadership teams implementing a new Science and Health policy folder, to bring this curriculum in line with others.

3.7 Other

3.7.1 Polyfest - Costs are covered by ticket sales and grants.

4. Other items

Discussion re: Board membership with extended absence of a member which leaves board with a casual vacancy. This Board member is now available to return to the Board.

Board resolved to appoint to this casual vacancy by selection. **Moved:** Rachel/Gillian.

Action: Rachel to discuss with relevant board member and seek advice from NZSTA regarding appropriate process to enable this.

5. <u>In-committee items</u>		
5.1 Matters arising from previous IC minutes		
5.2 Correspondence pertaining to OIA requests		
5.2 OIA report		
7. <u>Meeting Closure</u>		
7.1 Identify Agenda Items for Next Meeting CoL		
Karakia whakamutunga: Meeting closed 10 pm		
Note: 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.

- May 2017 draft BOT minutes (1.3)
- Charter / Board Report 2016 (2.1)
- Education Act Updates 2017 (2.2)
- Complaints Policy (2.3)
- PM Science Prize draft guidelines (2.4)
- Principals Report (3.1)
- April Fincance report (3.2)
- Dogs in school guideline (3.4.4)
- In-committee documentation is not available for public viewing (5)

NOTE:

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



12/07/2017