

KORAUNUI SCHOOL BOARD OF TRUSTEES: MINUTES

Approved as a true and correct record: 19/12/2016

Wednesday 16 November 2016: 7.00-9.00pm

1. Karakia timatanga: 7pm
2. Present: Dianne W, Rachel, Barbara, Craig, Dave, Eli, Gillian, Vera, Toni
3. Apologies: Shane
4. Business as itemised:
5. Karakia mutunga: 9.45pm

Meeting Dates

~~12 October~~ pp
~~to Sun 16 Oct~~
~~26 October~~
~~16 November~~
 7 December

Health & Safety: Craig (Staff Craig G/Karena/Melva)
 Vera
 Civil Defence: Eli, Toni
 Curriculum: Rachel, Eli, Gillian
 Property: Shane
 Finance: Dave
 Communication: Craig, Gillian

Item	Detail
Minutes of previous meeting	<ul style="list-style-type: none"> - Moved as true and correct record. Press/McPeake Carried - Actions as stated - Set three year governance schedule: Draft ready for discussion <ul style="list-style-type: none"> - Minor alterations to be made. - BoT to go over for next meeting. -Thank you from board to the Junos for funding Mindlab -Pam Wharton: acknowledgement -Communications as itemised below
Governance	<ul style="list-style-type: none"> - ERO: - Documents distributed and gone over thoroughly - Timetable for next week. Who can attend? Who speaking <ul style="list-style-type: none"> - Rachel/Dave/Eli/Toni/Vera/Gillian/Craig (Thur)/?Shane - School Evaluation Indicators: Framework for review. Presentation progress - CoL progress <ul style="list-style-type: none"> - Combined Boards of Trustees. Feedback from Rachel, Gillian, Di, Barbara <ul style="list-style-type: none"> - Rachel and Gillian attended a meeting with the Stokes Valley/Taita cluster and the Naenae cluster. - Two CoLs working toward the same goals. - Document distributed and gone over. - They appear to be quite a robust group, focusing heavily on building relationships and trust with new members. - Difficult to assess achievement progress over time from the area as many intermediate and college level children don't attend the local schools. - Next steps <ul style="list-style-type: none"> -Appointment process of lead principals discussed. With Barbara retiring, only Ian Hastie (Avalon Int) now eligible. -Next year we will be identifying the key achievement issue the CoL wants to tackle. Draft in development. <p>Enrolment Scheme: Moved: That any public present be excluded from the following proceedings of this meeting. Reason: Confidential discussion involving all three school boards. Grounds: would be likely otherwise to damage the public interest. Brinkley/Wana Carried</p> <p>2017 draft organisation: Moved: That any public present be excluded from the following proceedings of this meeting. Reason: Employment confidentiality. Grounds: protect the privacy of natural persons. Brinkley/Wana Carried</p>

Financial	<p>In committee: 2017 school organisation: Discussed, keeping in mind this is consultation only, as class organisation and teacher placement is a management role. In committee discussion complete. 2017 Draft Budget</p> <ul style="list-style-type: none"> - Line by line analysis of draft has taken place with Dave, Barbara, Di W, Gillian and Daryl from Education Services. -Key cost areas are similar to previous years -As a board we need to decide how much money we need in reserve versus how much should we invest? -Sensitivity analysis in 10 children increments (roll of 320, 310, 300 etc.) -Maintenance of assets base should also be looked at. - Approval of draft budget sought, with confirmation in January, to enable support staff employment hours to be organised and offered, with urgency. - Moved: That the 2017 draft budget be approved to allow employment matters to proceed, to be confirmed in January 2017. <p style="text-align: right;">Hay/Robinson Carried</p>
Grant Applications	<ul style="list-style-type: none"> - It was agreed to apply to the Trillian Trust for funding support for Polyfest 2017, the amount to be decided once the draft budget has been developed. - It was agreed to apply to the Trillian Trust for training a staff member to enable the Davis Dyslexia programme to be further implemented, the amount to be decided once funding requirements are identified. - Moved: That the above grant applications be approved by the board. <p style="text-align: right;">Brinkley/Xu Carried</p>
Curriculum	<ul style="list-style-type: none"> - Teachers working on reports and final summative data. - Depending on time availability, Barbara may have some achievement data ready to show ERO next week. Would be pushing it. -Teams preparing end of year reports. To be presented to board either at strategic planning meeting (27 January) or early in Term One 2017 - Curious Minds Funding Application submitted: Kaitiakitanga Bioblitz: What taonga are around us? What are their habitat needs? <ul style="list-style-type: none"> - Document tabled - If successful, Horoeka St Reserve will be the venue.
Personnel	<ul style="list-style-type: none"> - Caretaker vacant position. <ul style="list-style-type: none"> - Applications close on Friday. Six so far. - Timeline for appointment revised. Shortlist on the Monday 21st Nov, contacting referees by Wednesday 23rd Nov and begin interviews on Friday 25th Nov. - Whanau classes appointment. <ul style="list-style-type: none"> - Whanau teacher has requested one further year's leave. Approved. -Three applications to date. All look promising. Teresa will make contact; most appropriate person to suss out te reo competence and wairua. Referees check imminent, followed by interviews. Suggested interview panel; Teresa, Di W, Toni(?), Eli (expressed an interest as a parent) and another teacher from whanau team. - Principal Appointment <ul style="list-style-type: none"> - Reliever for Di W while acting principal - Appointing a consultant. - Query over cost of consultant. - \$1500 approved for community farewell. - Departing teachers have been offered and accepted positions further up the motu.
Communications	<ul style="list-style-type: none"> -BoT blog: Suggest Sharron be invited to next meeting to give training. She can organise appropriate permissions for editing the page. (Rachel, Gillian and Craig) - Website Policy: Progress - Pending changes (conduit for notices, absences etc.) - Website is working for absences and approval for trips.

	<ul style="list-style-type: none"> - Clarify permissions for photos/children's work with a pictorial form when children enroll. Suggested permission form tabled. - Handout being edited for parents re: what can be used online. - Query password protected section for parents to access their child/rens portfolios. - Advise of data collection for trends notified on the site. - Internet safety link to be put on the webpage. - Internet safety teaching programme: Healthy Online Digital Citizenship Training . - Official Information Act request. Process for response discussed.
Property	<p>-10 Year property Plan and Five-Year Agreement</p> <ul style="list-style-type: none"> - Term Four/January holiday: Exterior painting as scheduled (Men in White): Actioning for holiday break - Deck carpet: \$8,500: Awaiting a good spell of weather. Holidays probably - Replace/Refurbish electrical cabinets Blocks 1, 2, 3, 5, 7 and 10: \$30, 000: Ashby's inviting Surge Electrical to quote - Warm water to student toilets: \$15,000: Ashby's actioning - Replace Kamahi Block heat pumps (as necessary): \$20,000: Will put through as heat pumps die. Room 14 urgent and at least one other in 2017 - Complete refurbishment of Block 2: \$135,000: School parent with appropriate qualifications to be asked to draft plans (all that is required) in consultation with teachers and board, managed by Ashby's (Perhaps in the first week of December) - Provide outside classroom learning area, Kamahi Block: \$87,878: Ashby's will action - Replace boiler burning/valves: \$12,000: With present issues with boiler pipes leaking water, this will be built in when trades are on site. Investigation and report underway. HCC have been advised of issue and are understanding, but rectification needed urgently. Weather/Earthquakes this week has restricted progress on the issue.
Health & Safety	<ul style="list-style-type: none"> - BoT/Staff Health & Safety group: Next meeting date: To be determined -Identified hazards: Carpet in foyer. Carpet layer to be contacted immediately. Been waiting for deck carpet to job at same time. Hasn't happened. -Incident Register: Nil -Already issued, but a reminder: Emergency Response for Property in event of damage/risk. Available 24/7. Principal may not necessarily be first on the scene. CoveKinlock: 0800 ERC HELP/0800 372 4357 -MoE have visited the school and had extensive discussions and observations of the time out room in the office. This was followed by a conversation with the DP, in which it was stated by the ministry advisor that the use of the room was not of concern and in line with the school's existing policy, however there will be a universal directive to all schools to cease the use of such rooms. -MoE have provided 180 hours funding to support children with extreme behaviours, for the final six weeks of the year. This is a response to the universal directive not to use seclusion rooms.
Other	<p>Meetings to year end: One or two needed? It was agreed that there was no need for the meeting on 30 November. Also camp week, so some board members unavailable.</p> <p>Moved: That the planned board meeting for 30 December be cancelled. Hay/Press Carried</p> <p>Final meeting for year to be 7 December.</p>

Karakia whakamutunga: 9.30pm