

Koraunui School Board of Trustees Meeting

Wednesday 15th February 2017

Date confirmed: 22 March 2017

Karakia Timatanga: 7.00pm

1. Administration

Present: Rachel Brinkley, Dianne Wright, Vera Xu, Craig Press, Dave Robinson, Shane Doherty, Gillian McPeake, Tricia Chapman (NZSTA)

Apologies: Eli Maiava, Toni Wana

Speaking rights:

Moved: That Tricia Chapman (NZSTA), as advisor to the board, be given speaking rights during the meeting

Brinkley/McPeake: **Carried**

1. ADMINISTRATION

1.1 Confirmation of previous minutes: Minutes were reviewed.

Moved: That the minutes be approved as true and correct. Brinkley/Press **Carried**

1.2 Appointment of Chair for 2017

Rachel was voted in as chairperson without opposition.

Rachel nominated Craig as deputy chairperson/seconded. **Carried unanimously.**

1.3 Board roles and committees

After discussion committees and portfolios are as follows:

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Eli, Toni

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave

1.4 Confirmation of board contact details

Dianne has removed the BoT details from the newsletter until such time as the board decides what details they want available. The board can always be contacted through the school in interim. Complaints process to be placed on website and in newsletter. Agreed chair email and phone number. Other Board members stated their preferences for contact details.

1.5 Meeting dates for 2017

Tentatively book in the third Wednesday of each month.

1.6 Date for Term 1 Community & Staff liaison meeting

A meeting between the BoT, staff and community to improve communication on Tuesday 28th February 2017 – first topic principal appointment consultation.

1.7 Inclusion of IT management and learning

Strong feedback about the state of IT infrastructure. Do we need a regular slot in the BoT meetings? This might be an opportune time to review the 5 year capital plan. Capital investment can have quite a wide span (beyond property maintenance etc.).

In future will discuss strategic financial planning including IT.

2. Strategic Decisions

2.1 Review of strategic plan

Draft distributed and gone over thoroughly. Include in the Board work plan to be reviewed when the permanent principal is in place.

Rachel moved that the Strategic Plan be accepted. Seconded by Craig. **Carried.**

Noted: discussion about the moving of whanau classes back into one syndicate and the pros and cons of this for whanau and mainstream classes.

2.2 Reporting schedule for Pasifika class

This class is being trialled for a year. It is not a Pasifika unit, but a class with Pasifika flavour. Discussion around goals, feedback to board, tracking of achievement data, availability of relief teachers, selection of students.

Moved that the Board will monitor the Pasifika trial class via qualitative and quantitative information. Any and all decisions pertaining to further organisational design and structure will require Board approval. Dave/Craig **Carried**

2.3 Principal appointment & committee

Met with a consultant (Helena Barwick). She was a wealth of knowledge. Part of her recommendation was to get a principal advisor. Di, Craig, Rachel, Eli, Gillian, Teresa and Dave (as required) will make up the appointments committee. NB. Participation on the committee voids the possibility of applying for the position.

Rachel moved that we go into committee with regards to Helena Barwick's proposal.

3. Financial

3.1 Feb 2017 Financial report

Distributed and discussed.

Roll numbers will affect the budget slightly.

Dave moved that the 2017 Financial Budget be accepted. Seconded by Gillian. **Carried**
Move that given the transition between Barbara and Dianne, Dave will work with Dianne and bring back the budget to the board as required. Dave/Gillian **Carried**

Review and updated 2017 Budget

December & November month-end reports

Financial Delegation to Acting Principal: A financial delegation of up to \$5,000 capital or operating expenditure for Dianne is required. A delegation to approve a health and safety expenditure of above \$5,000 if urgently required.

Hutt Mana Charitable Trust funding application: Resolution passed to apply for funding for Polyfest for \$12000
Approved Brinkley/ Wright

4. Principal Report

4.1 Principal Report

Principal report distributed and discussed.

Rachel moved that archived items P4 and P10 be disposed of pending contents confirmation.
Seconded Craig. **Carried**

Rachel moved that the public be excluded for items 9.1, 9.2, 9.3 and 9.4 (in committee).

7. Health and Safety

7.1 Site safety – including Worksafe NZ email, waiting assessment/report from playground inspector

7.2 Dogs on site during school hours

Agreement by the Board to discuss at next meeting

7.3 Healthy eating

No longer relevant.

8. Business carried over to the next meeting:

8.1: Dogs on site during school hours

9. In- Committee

Moved that the public be excluded for the agenda item 'OIA requests/ Employment contracts and enrolment discussion'.

The reason for this is that this item will consider information that was provided subject to an obligation of confidence and making that information available would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.

The right to exclude the public for this item is provided for by section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987.

Moved: That Tricia Chapman (NZSTA) be given speaking rights during the in-committee proceedings.

Brinkley/Xu **Carried**

Dave left at 9.50pm

Tricia left at 10.00pm

Meeting closed at 10.38 pm

Note 1:

Correspondence out:

- Other correspondence has been discussed in committee to protect privacy
- NZSTA – BOT training

Correspondence in:

- Lee Ashby - Property
- Other correspondence this has been discussed in committee to protect privacy

*Move that correspondence In and Out be accepted. Brinkley/Wright **Approved***

Karakia whakamutunga: 10.38 pm



22.3.17