

**Board of Trustees Meeting Minutes – 12 July 2017**  
**Date Approved 2<sup>nd</sup> August 2017**

Open: Karakia Timatanga

**1. Administration**

1.1 Present – Dave Robinson, Craig Press, Vera Xu, Dianne Wright, Tricia Chapman (NZSTA). **Moved that Tricia have speaking rights during this meeting as what she has to say will be of relevance to this meeting. Moved/ seconded: Press/ Wright**

1.2 Apologies – Gillian McPeake, Shane Doherty, Eli Maiava

1.3 Confirmation of previous minutes –

- Matters arising - Hutt city council carols – provided some dates to Di
- Principal's recruitment invoice – ok in the accounts
- Destruction of records – Di provided clarification that appropriate docs had been archived
- Pool man – will assist and provide prioritisation of grant spending at end of winter. Safety aspects are our first priority
- Haven't been able to contact Board member who has been absent. Rachel will organise advertising the selection notice in the first week of term and will manage communication with said member.

**Moved previous minutes accepted Xu/Press**

1.4 Correspondence – was tabled

NZSTA training - noted

NZSTA Membership matters -noted

MOE Leadership Bulletin - noted

Regional Public Health/ Hutt City/ NZ Police letter re Special

- alcohol licenses - It was noted that the current activities and policies of the school in regards to alcohol licensing were within the parameters outlined by the HCC letter
- Letter from school parent (anonymous) - Updates to the school community were discussed. The board will continue to utilise the website and start a board section as part of the weekly newsletter

**2. Strategic Decisions & Discussions**

2.1 Strategic decisions made if required

- 2.1.1 Policy review framework - Policy Review has been working with NZSTA and evaluating there policy framework. Rachel will distribute this framework and work with the policy sub-committee to incorporate and further develop our school policies within it.
- 2.1.2 Addendums to Annual report -Kiwisport funding letter and composition of the board will be incorporated in the Annual Report

**3. Monitoring**

3.1 Principals Report

- The Principals report was tabled and taken as read
- Indications are that Polyfest has recorded a surplus of around \$7,000
- The future administration of Polyfest was discussed. The pressure on school resources to deliver Polyfest was noted. The board resolved to initiate a discussion with key stakeholders to discuss how it might be delivered in the future. Di to identify

a date and organise with attendees.

- Roll at 291. Current funding based on 307.
- Current teaching staffing is critical. We are 2 FTE short for commencing T3 with no relieving staff available. Di is continuing to source and will update parents as arrangements are confirmed.
- Di advised there is no risk of breaching compliance requirements (class sizes, H&S etc) due to lower numbers of staffing. It is logistically difficult.
- Stood two children down for violence

### 3.2 Finance

#### 3.2.1 End of month reports for May

- Dave has been away for the last 6 weeks with family commitments
- The finance reports shows a stable position
- Some work needs to be done on the processes in place and the transition to Education Services. The monthly report is received too late and there are some coding and other questions within it.
- Our cash could be managed to gain interest from the total cash holding
- Di will organise two meetings with Dave over the next month – to advise Dave of the time and place and he will adjust other commitments to attend
- **Moved Rachel/Craig – That the finance report be received**

### 3.3 Property

### 3.4 Health and Safety

#### 3.4.1 Swimming pool update – covered in principals report and matters arising

- 3.5 IT - Craig has attended a workshop on setting IT strategy – there is a lot of resource available from the ministry
- Craig will provide a summary of the workshop at the next meeting
- Di has been approached by the ministry about a network upgrade
  
- 3.6 Curriculum both items Carried over to the next meeting
- Di will present the Maori achievement data at the next meeting in preparation to taking it to the next meeting
- A date will be set up for the Health consultation.

3.6.1 Draft Digital Technologies curriculum <https://education.govt.nz/ministry-of-education/consultations-and-reviews/digital-technology-consultation/>

3.6.2 Tapasa-Pasifika Cultural competencies <https://education.govt.nz/ministry-of-education/consultations-and-reviews/tapasa/>

3.6.3 Maori achievement data – consultation

3.6.4 Health consultation

### 3.7 Personnel – covered in principals report

#### 3.7.1 Principal Appointment – Dianne left the meeting for this item.

- Advertising starts this week.
- Interviews are the weekend of the 19 Aug
- Di will be employed till the end of the year as A/Principal

Same staff to be approached for staff panel with Gillian to lead and coordinate as required.

### 3.8 Other

#### 3.8.1 Community of Learning

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| <p><b>4. Other items</b><br/> 4.1 Polyfest 2017 &amp; 2018 – successful event again. Congratulations to all involved. Barbara Hay (organiser) has asked if Koraunui will host again in 2018. Discussion as per Principal’s report.</p>   |  |  |  |
| <p><b>5. In-committee items</b><br/> <b>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:</b></p> <ul style="list-style-type: none"> <li>- 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 &amp; M Act 1987 and the special requirements when moving to exclude the public.</li> <li>- To protect the privacy of the individual being discussed.<br/> <b>Moved/ Seconded Press/ Robinson Carried Unanimously</b></li> </ul> <p><b>Motion: That Tricia Chapman, as an NZSTA representative, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of item matters which will support the board’s decision-making.</b></p> <p><b>Moved/ Seconded Press/ Robinson Carried Unanimously</b></p> |  |  |  |
| <p><b>7. Meeting Closure</b><br/> 6.1 Identify Agenda Items for Next Meeting – carried over Maori Achievement data, Pasifika curriculum, IT curriculum</p>   |  |  |  |
| <p>Karakia whakamutunga: Meeting closed 9.30 pm</p>  |  |  |  |
| <p>Note 1: Correspondence is listed on the back of the agenda<br/> Note 2: List of current delegations attached to agenda</p>  |  |  |  |

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

Associated meeting reports:

- Correspondence (1.4)
- NZSTA policy review framework (2.1.1)
- Principal’s report (3.1)
- May finance report (3.2.1)
- In-committee documentation is not available for public viewing (6)

NOTE 1:  
Correspondence in:

Correspondence out:

NOTE 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

A handwritten signature in blue ink, appearing to be 'RGS' with a stylized flourish underneath.

02/08/2017