

Board of Trustees Meeting Minutes – 18 October 2017
Approved 08/11/17

Open: Karakia Timatanga Welcome to Chris Miller – our new selected board member.	Policy Reference:	Led by:
<p><u>1. Administration</u></p> <p>1.1 Present – Craig, Vera, Dave, Gillian, Rachel, Di, Chris</p> <p>1.2 Apologies - Shane</p> <p>1.3 Confirmation of previous minutes Moved /Approved pending typo changes : Rachel/ Gillian</p> <p>1.4 Correspondence</p> <ul style="list-style-type: none"> • ERO • NZSTA emails – BOT need to update details - Action – Rachel to send out link. • Property Workshop – Shane and Di could represent. Dave also a possibility. Action – Rachel to forward and Individuals to enrol themselves. 		
<p><u>2. Strategic Decisions & Discussions</u></p> <p>2.1 Strategic decisions made if required</p> <p>2.1.1 Policy review framework – Dogs at school – agreed best timing is to defer until 2018.</p> <p>2.1.2 Board vacancy update – filled by Chris Miller.</p> <p>2.1.3 ERO – Coming in week 5. Board assurance document will need to be completed. Any interested Board members can come to school Sunday 22/10 at 1pm to contribute. Need to wait to hear the times ERO will want to meet with BOT.</p>	Operational /Governance Policy	
<p><u>3. Monitoring</u></p> <p>3.1 Principal’s Report – points of note – higher absentee rates than previous years (but is comparative with other Decile 3 schools); Maori achievement data – see discussion for 3.6.1; BioBlitz – is huge, reported in SV Times; Hutt City Council Xmas Carols – going ahead on at school 14th December 2017; Playground – waiting for Property Manager to provide paperwork to deconstruct and remains a H&S matter, discussed agreed action Di to call MOE directly; Fencing at front of school – need a breakdown of costs and another quote as current one is higher than our allocated budget.</p> <p>3.2 Finance</p> <p>3.2.1 End of month reports for August. Points of note – need for new principal to be involved in budget process for 2018.</p>		

<p>Staffing the largest proportion of our costs – need to consider and identify any concerns. Moved/ Approved: Rachel/ Craig</p> <p>3.2.2 Resolution for grants</p> <p>The Board resolves to approve application for the following grants:</p> <p>Four Winds Trust, \$5000 for School camp</p> <p>Four Winds Trust, \$50000 for Playground Moved/ Approved: Rachel/ Dianne</p> <p>3.3 Property</p> <p>3.3.1 Front entrance progress – as per principal’s report</p> <p>3.3.2 Block 2 heating and hot water – completed but not signed off on yet.</p> <p>3.4 Health and Safety</p> <p>3.4.1 Behaviour management - MOE behaviour management training completed, not entirely at the level staff needed – focus on de-escalation – Action – Di to arrange part 2.</p> <p>*Playground as above – not agenda’d as discussed under Principals report.</p> <p>3.5 IT – no items</p> <p>3.6 Curriculum</p> <p>3.6.1 Maori achievement data– not as effective as we would have liked – points to consider – what assessment data tools are we using in Te Reo. Discussion about engaging our Maori whanau across the school.</p> <p>3.7 Personnel – to be discussed in committee</p>		
<p>4. <u>Other items – no items</u></p>		
<p>5. <u>In-committee items</u></p> <p>Motion: that additional items be added to the In-committee agenda 5.2 Personnel and 5.3 Enrolments. Moved/ approved: Rachel/ Gillian</p> <p>Motion: that the public be excluded from the following part/s of the proceedings of this meeting namely agenda item 5.1, 5.2, 5.3 The grounds are that the matter is one of:</p> <ul style="list-style-type: none"> • personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the Local Government and Official Information Management Act 1987 and the special requirements when moving to exclude the public. • 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. Moved/ approved: Rachel/ Gillian		
<u>7. Meeting Closure</u> 6.1 Identify Agenda Items for Next Meeting		
Karakia whakamutunga: Meeting closed 10.15 pm		
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.

Associated meeting reports:

Correspondence (1.4)
 Principal's report (3.1)
 August finance report (3.2.1)

NOTE 1:

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, Vera

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave



Approved 8th Nov 2017