

## Board of Trustees Meeting Minutes – 7 Feb 2018 APPROVED

Open: Karakia Timatanga: 7.10pm

### 1. Administration

- 1.1 Present: Dave Lamont, Gillian, Craig, Vera, Rachel, Dianne, Chris, Shane
- 1.2 Apologies:
- 1.3 Nominate Rachel to be Chairperson of the Board. **Moved/ Seconded: Craig/Gillian**  
Motion passed.
- 1.4 Move to grant speaking rights to Dianne as she here in her role as Deputy Principal and so will have relevant contributions to this meeting  
**Moved/ Seconded: Rachel/Gillian**  
Motion passed.
- 1.5 Confirmation of previous minutes  
Matters arising: Di/Luana to present to the BoT mid-term re: Pasifika class.  
  
Move that the minutes of 6<sup>th</sup> December 2017 are true and correct. **Moved/ Seconded: Rachel/Craig**  
Motion passed.  
  
Move that the Emergency BoT minutes for 20<sup>th</sup> December 2017 are true and correct.  
**Moved/ Seconded: Rachel/Vera**  
Motion passed.
- 1.6 Correspondence – out: response to Auditor, response to OIA request from Broadleaf consulting  
Response to the antivivisection league regarding our policies on dissection.
- 1.7 Board meeting dates for 2018  
Move that we pass the meeting dates for the year as the 1<sup>st</sup> Wednesday of every month, with adjustments as necessary for holidays. The July date to be reviewed as there is a clash. **Moved/ Seconded: Rachel/Dave**  
Motion passed

### 2. Strategic Decisions & Discussions

- 2.1 Strategic decisions made if required
  - 2.1.1 Policy review framework  
A few details yet to be added, so a meeting to address these before the next BoT

meeting, will be required.

Contact Trisha about checking the policy framework draft.

Look into creating a bilingual version of the policy framework.

#### 2.1.2 Policies for ratification – next meeting

#### 2.1.3 COL

Documents distributed and gone over thoroughly.

Meeting coming up in the next few weeks to go over the finer details of what the COL goals should be, now that it has been approved by the minister. The focus will be on improving writing and maths and the effects of the removal of national standards.

The COL has a facebook page. Rachel will forward the details.

#### 2.1.4 ERO update

Most proposed changes were met with a compromise in wording.

Other changes were minor.

Clarification has been sought on a few details.

They will contact us after the final draft has been released.

Final document will be published with a commenting option on the website and if there is sufficient interest we will hold a meeting with the community.

#### 2.1.5 Board membership 2018

With the resignation of Eli, we will need to have a bi-election. We will need to appoint a returning officer.

Move that we hold a bi-election to replace our parent member. **Moved/ Seconded:**

**Rachel/Gillian**

Motion passed.

Dave Robinson has also left the BoT due to work commitments. No need to replace as he is a co-opted member.

Move that we ask Dave Robinson to be the BoT's financial advisor. **Moved/**

**Seconded: Rachel/Chris**

Motion passed.

Roles/ Committees:

Chairperson: Rachel

Deputy Chair: Craig

Health and Safety: Shane, Dave, Gillian

Policy Review: Dave, Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Vera

Curriculum: Gillian, Vera, Dave

Property: Shane, Chris

Finance: Dave R (advisor tbc), Chris

IT: Chris, Craig, Dave

#### 2.1.6 Annual Goals

Documents distributed and gone over thoroughly.

Minor additions to be made to the annual plan and approved via email and then be submitted to the MoE with the Charter by March 1<sup>st</sup>.

### 3. Monitoring

#### 3.1 Principal's Report

Documents distributed and gone over thoroughly.

Move that Dave has an external appraisal this year with Zeta Smith. **Moved/ Seconded:**

**Rachel/Craig**

Motion passed.

### 3.2 Finance

#### 3.2.1 End of month reports for December 2017

Document distributed and gone over thoroughly.

Move that the finance report for December 2017 be approved as true and correct.

**Moved/ Seconded: Rachel/Shane**

Motion passed.

#### 3.2.2 Resolution for grants – Four Winds Foundation

Move to apply to the Four Winds Foundation for funds for school camp \$5,000.

**Moved/ Seconded: Rachel/Dianne**

Motion passed.

#### 3.2.3 Draft budget

Documents distributed and gone over thoroughly. For further review.

#### 3.2.4 Photocopier

Quotes from companies have just arrived. Dave to follow up as Board approval already made.

### 3.3 Property

#### 3.3.1 Electrical upgrade work

Completed over the Christmas Break.

#### 3.3.2 Plumbing upgrade in Kowhai Block

Being completed over the last week.

Simon from Ashby will be in next week to look over the work and discuss the gates.

#### 3.3.3 External Painting work for Kauri Block

Biggest issue will be scaffolding. Contact re: scheduling the painting which requires scaffolding during the holidays, rather than during the term.

Reconfiguration of the office space.

#### 3.3.4 Vandalism

Rachel will look into quotes for cameras.

### 3.4 Health and Safety

Minor issues raised and dealt with accordingly.

Refer to Principal's Report.

### 3.5 IT

Move that the Teller leases be approved. **Moved/ Seconded: Rachel/Vera**

Motion passed.

### 3.6 Curriculum

Digital Curriculum is yet to arrive.

### 3.7 Personnel

Discussed in-committee

## 4. Other items

### 4.1 Polyfest

Dave met with Barbara and Luana to officially request to host the Polyfest again.

Barbara has requested approval to apply for funding for this.  
Move that the school hosts the Polyfest this year and provide permission for grant applications as per the proposal. The organising committee must also begin proceedings to move the Polyfest into a trust after this year's event. We also approve Barbara Hay as the main organiser for this event representing Korauunui School.  
**Moved/ Seconded: Rachel/Gillian**  
Motion passed.

#### 5. In-committee items

Moved that the public be excluded from the following part/s of the proceedings of this meeting namely agenda items 5. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. The grounds are that the matter is one of:

- personnel and the reason is to protect the privacy of the individual/s. (5.3)
- 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. (5.1/5.2)

Move that Dianne, as Deputy Principal, 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.

Moved/Seconded: Rachel/ Craig

Move out of In Committee at 9.55pm

#### 6. Meeting Closure

##### 6.1 Identify Agenda Items for Next Meeting

Karakia whakamutunga: Meeting closed 10pm

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.

#### **NOTE 1:**

BOT delegations:

#### Roles/ Committees:

Chairperson: Rachel

Deputy Chair: Craig

Health and Safety: Shane, Dave, Gillian

Policy Review: Dave, Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Vera

Curriculum: Gillian, Vera, Dave

Property: Shane, Chris

Finance: Dave R (advisor tbc), Chris

IT: Chris, Craig, Dave

Approved 14/3/18

