

Board of Trustees Meeting Agenda – DATE: 6 June 2018

Open: Karakia Timatanga: 7.00pm

1. Administration

Move that Dianne Wright has speaking rights as DP she has relevant contributions to this meeting. Moved/ Seconded: Rachel/ Dave.

Move to table the following reports: Letter from teacher (3.6), May 2018 finance report (3.2), Property report (3.3.1). In-committee: letter from teacher (5.3), OIA report update and new emails (5.2). Moved/ Seconded: Rachel/Gillian

Moved include the following item: 1.7 Change of July 2018 BOT meeting. Moved/ Seconded: Rachel/Gillian

1.1 Welcome to new Board members – Spencer, Judith (in absentia)

1.2 Present: Dave, Gillian, Vera, Chris, Craig, Rachel, Di W, Shane, Spencer

1.3 Apologies: Judith

1.4 Declaration of interests - none

1.5 Confirmation of previous minutes.

Move that we approve the previous minutes. Moved/ Seconded: Rachel/Vera

1.6 Correspondence –

Documents distributed and gone over thoroughly.

Survey about dealing with children with behavioural issues.

Nationwide OIA request.

Budget flyer from NZSTA - Membership Matters.

NZSTA workshop in Wellington tomorrow for anyone who wants to go.

1.7 July meeting date clashes with Polyfest. Agreed new date is the 11th July 2018.

2. Strategic Decisions & Discussions

2.1 Strategic decisions made if required

2.1.1 Policy review framework - none

2.1.2 Policies for ratification - none

2.1.3 COL: Dave missed the last meeting. Lack of progress and movement is causing frustration so team building exercises were employed. Principals and SENCOs from each school are being interviewed about Learning Support by Gabriel to provide information to the Ministry.

2.1.4 Enrolment Scheme: Letter received from the MOE extending the enrolment scheme consultation date to the 29th June 2018. Has been advertised in school newsletter.

2.1.5 By-election: Process now complete. Had a low voter turnout, but result was a majority vote for Spencer. Rachel will contact other nominee to encourage her to stand again in 2019 as she has a lot to offer board. Thankyou to Bruce Hewitt for his efficiency throughout the entire process.

3. Monitoring

3.1 Principal's Report: Document gone over thoroughly.

Still feeling the impact of Luana's passing. RTLBs and PB4L are onsite more to help with

the children's grief. MOE advise we are obliged to be open for an extra day due to being closed for the memorial service.

COL principals met with Chris Hipkins to discuss issues within the school/COL.

Gillian met with the COL SENCOs and they have established a working group to deal with issues.

3.1.1 ERO Internal Evaluation Workshop: Was attended by the leadership team as follow-up to our ERO report. Run by Ruth Pritchard who provided books to go through: School Evaluation Indicators, Effective School Evaluation and Internal Evaluation: Good Practise. Was a useful workshop.

3.2 Finance - report for May 2018 discussed. No noticeable matters of concern. Moved/ Seconded: Dave/ Rachel

3.2.1 2017 Financial Statement and Representation Letter: Documents gone over thoroughly. Finished 2017 with a surplus!

Move that the board accepts the financial statements for the year ended 31st December 2017 as put together by Deloitte's. Moved/ Seconded: Rachel/Shane

Documents distributed and gone over thoroughly.

Move that we accept the May Finance Report. Rachel/Craig Motion passed.

3.3 Property

3.3.1 Property Report: Documents distributed and gone over thoroughly.

Instead of replacing heat pumps, requests have been made to maintain the existing heat pumps and buy new ones for the classes that don't have them.

Naylor Love is denying responsibility for the faulty asphalt. Drainage concerns were well documented at the time of works – these will be reviewed and followed up on.

Ramp access to the hall is to be completed.

3.4 Health and Safety - staff health and wellbeing is being kept an eye on, as this has been a difficult term emotionally and staff are tired.

3.5 IT - none

3.6 Letter from Di C: Sandy Beath-Croft has suggested that we apply for the Keep New Zealand Beautiful Community Awards which needs our Environmental policy.

Action: Dianne to follow up.

4. Other items

4.1 Polyfest update: Everything chugging along nicely. Conversion of the event to management by a trust will be looked into after Polyfest.

5. In-committee items

Move that the public be excluded from the following part/s of the proceedings of this meeting namely agenda items 5. The grounds are that the matter is one of:

- personnel and the reason is to protect the privacy of the individual/s. 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.
- 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.
- that the exclusion of the public from this part of the proceedings of the meeting is

<p>necessary to enable the board to deliberate in private on its decision or recommendation. Moved/Seconded: Rachel/ Dave</p> <p>Move that Dianne Wright, as DP, 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/ Gillian</p> <p>Moved out of committee 9.34 pm</p>
<p>6. Meeting Closure</p> <p>6.1 Identify Agenda Items for Next Meeting</p>
<p>Karakia whakamutunga: Meeting closed 9.35 pm</p>
<p>Note 1: Correspondence is listed on the back of the agenda 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:

NOTE 1:

NOTE 2:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian, Dave

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

Portfolios:

Civil Defence: Vera

Curriculum: Gillian, Dave

Property: Shane

Finance: Chris, Dave

Approved:



11.07.2018

