



Board of Trustees Meeting Minutes

Thursday 12 April 2018
7pm in the Staffroom

1. Administration	Action	Who
<p>1.1. Present/Apologies Present: Louise Green, Shaun Twaddle (chair), Angela Ogier, Beccy Haley, Anthony Taylor, Sarah Lewis and Rick Teal Attendance: Katrina Bullen (minutes)</p>		
<p>1.2 Declaration of Conflict of Interest Anthony Taylor noted his ongoing conflict regarding Kowhai Junior Redevelopment.</p>	All to update	All
<p>1.3. Minutes of Previous Meeting The Board accepted the minutes of the previous meeting (8 March, 2018) as a true and accurate record. Moved: Angela Ogier Seconded: Shaun Twaddle PASSED</p> <p>It was noted that most of the actions were covered on the agenda. Shaun had spoken to Lisa from the Home & School group and she would attend the next BOT meeting.</p>	Meet with Lisa from H&S before the next meeting	ST
<p>1.4. Matters Arising 1.4.1 List of Acronym had been completed and put in Dropbox</p>		
<p>1.5 Correspondence Inwards:</p> <ul style="list-style-type: none"> • 5 March 2018 - Sally Barton re Champions Club 2018. • 6 March 2018 - Dinah Cohen re Astro turf wear and tear. • 12 March 2018 - Jo Prince re D-Block demolition - presence of asbestos, plan for removal. • 23 March 2018 - Becca Haley re KSTAR request. <p>Outwards:</p> <ul style="list-style-type: none"> • 6 March 2018 to Dinah Cohen, acknowledgement and explanation regarding Astro turf. • 12 March 2018 to Jo Prince, acknowledgement and explanation regarding D-Block demolition. 		

<ul style="list-style-type: none"> 19 March 2018 to Sally Barton, Champions Club noting that no decision had been made and that the Board were to develop and consult on Religious Education Policy. 23 March 2018 to Beccy Haley – KSTAR approval. 		
2. Board Discussions and Decisions	Action	Who
<p>2.1 Religious Instruction (Purpose) Shaun noted he had looked the School Docs policy template and was not sure if it was fit for purpose for Khandallah School. It was felt that a policy / guideline was needed for organisations coming into the school to offer different programmes, whether it be religious or other. There was discussion on what sort of policy was actually needed. It was agreed that a draft policy around Clubs and organisations be drafted. Rick to draft an initial policy</p>	A policy be drafted around Clubs and Organisations using the School	Rick
<p>2.2 30 Year Vision for Education Louise noted that feedback was due on 31 May. Louise talked to the vision and noted that summits were being held in May. She encouraged the Board members to complete the survey. It was agreed to talk about the Board's answers at the next Board meeting</p>	Completed the survey and send PDF of response to Shaun by 4 May. Collate responses for next meeting	All Shaun
<p>2.3 125th Jubilee and Official Opening of New Build It was noted that the Jubilee and Official Opening would be 19 & 20 October, Labour Weekend. Louise talked about the committee that had been formed, what they had discussed and agreed so far. She also presented the Tikanga draft. A reminder had been put in the newsletter to hold the date. Regular planning committee meetings for the Jubilee were taking place fortnightly on a Monday at 5.30pm</p>	Angela to attend the 125 th meetings on behalf of the board	Angela
3. Standing Items	Action	Who
<p>3.1 Chairperson's Report Shaun presented his report, which was taken as read.</p> <p>Discussion Items: Shaun noted he wanted to pick-up on staff wellbeing. Noted it was becoming more of a concern with a few instances that had occurred. Beccy spoke about how staff were feeling and how things had changed. There was then some discussion on dealing with communication from parents. The Board also discussed having terms of engagement for parents, teachers and learning support staff. It was agreed that Shaun attend the Staff Only Day on Friday 1 June.</p> <p>The Board accepted the Chairperson's Report. Moved: Angela Ogier Seconded: Anthony Taylor PASSED</p>	<p>Shaun to chat with staff on teachers only day (1 June)</p> <p>Change agenda item to health safety and wellbeing.</p>	<p>Shaun</p> <p>Louise</p>
<p>3.2 Principal's Report Louise presented the Principal's Report, which was taken as read.</p> <p>Discussion Items: It was noted that the next paid union meeting would be on an</p>		Louise

<p>afternoon and all the teachers in Wellington would attend. It was proposed to bring a small group of teachers to the next meeting to tell the Board why the meeting was so important.</p> <p>Louise talked about the Future School Conference in Melbourne and noted the great presentation by Sir Ken Robinson. She also noted the costs of the trip. Angela felt they should not have paid for their meals and costs. There was some discussion around this.</p> <p>The Board accept the Principal's Report. Moved: Shaun Twaddle Seconded: Angela Ogier PASSED</p> <p>Beccy talked about the PAT Assessments and results and what the teachers were doing to progress children.</p>	<p>Small group of teachers to attend the next meeting</p>	
<p>3.3 Finance Report Sarah presented the Finance Report, which was taken as read.</p> <p>3.3.1 Management Report – 28 February 2018 The February report was noted.</p> <p>Sarah noted that there were still some queries coming in from the auditors but nothing of concern. There had been some detailed questions around some of the figures that they would like to keep confidential. The auditor had also discussed the policies and there was work to be done on the Student Activity donations. Gifts was the other policy being worked on, with a proposed move from the \$50 limit to a \$100 limited. This would be brought back to the May meeting.</p> <p>The Board accept the Finance Report. Moved: Anthony Taylor Seconded: Angela Ogier PASSED</p>	<p>Gifts policy and Student Activity donations to be discussed at the next board meeting</p>	<p>Sarah</p>
<p>3.4 Property Report. Anthony presented the Property Report, which was taken as read.</p> <p>Anthony gave an update on the Kowhai Junior Redevelopment and unforeseen extra costs.</p> <p>That the Board approves up to \$5,000 exclusive of GST to complete the Stage 2 refurbishment work. Moved: Sarah Lewis Seconded: Shaun Twaddle PASSED</p> <p>It was noted that the current Project Manager and Site Foreman were leaving but that they were being replaced. The new Project Manager and Site Foreman had come off the Wellington Airport job.</p>	<p>Follow up with Callum to see if he can provide a lower cost design for the Clark St entry.</p>	<p>Louise</p>

<p>It was noted that the 5YA plan had been signed off by the MOE.</p> <p>Costings had been received for the Clark Street entry, which were \$112K.</p> <p>It was also noted that we were now waiting for the CCC for the pool.</p> <p>The Board accept the Property Report. Moved: Angela Ogier Seconded: Shaun Twaddle PASSED</p>		
<p>3.5 Policy Review Rick noted that a policy advisory had come out in March around changes that were coming and the advisory had been put in Dropbox.</p> <p>The Term 4 Policy review feedback was noted.</p> <p>Term 1 Scheduled review:</p> <ul style="list-style-type: none"> • Home Learning: There had been a reasonable amount of responses with a wide mix of opinions. Responses close at the end of term. • Financial Control and Expenditure: It was noted that responders were largely happy with the policy. <p>Term 1 Additional Board review:</p> <ul style="list-style-type: none"> • Religious instruction: This was covered above. <p>It was moved that the Board accept the Policy Report Moved: Shaun Twaddle Seconded: Anthony Taylor PASSED</p>		
<p>3.6 Communication Engagement Khandallah School Engagement Plan: Work had been done and was in a good format. Angela to put this in Dropbox.</p> <p>Survey – Core areas to engage families</p>	<p>School Engagement Plan to be put into Dropbox</p> <p>Set up another community engagement meeting prior to the May board meeting.</p>	<p>Angela</p> <p>Angela</p>
<p>3.7 Health, Safety and Wellbeing Covered in other reports. Caretaker working at heights, risk noted.</p>		
<p>4. Meeting Closure Action Who</p>		
<p>4.1 Items for next meeting's agenda</p> <ul style="list-style-type: none"> • 30 year vision feedback • Draft Clubs Policy • Report back on Policy Review • Community Engagement Discussion • Teachers to talk about group union meetings 		

<ul style="list-style-type: none">• Lisa from home and school to provide a H&S update <p>The public part of the meeting closed and as there was no in-committee business the whole meeting closed at 9.28pm.</p>		
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DATE of Next Meeting

10 May 2018



Chairperson