



**Board of Trustees
Meeting Minutes
Wednesday 7 February 2018
7pm in the Staffroom**

1. Administration	Action	Who
<p>1.1. Present/Apologies Present: Louise Green, Anthony Taylor, Shaun Twaddle, Sarah Lewis, Beccy Haley, Angela Ogier, Rick Teal Attendance: None Minutes: Sarah Lewis</p>		
<p>1.2 Declaration of Conflict of Interest Conflicts declared. Anthony Taylor declared conflict with Kowhai Junior Redevelopment.</p>		
<p>1.4. Minutes of Previous Meeting The Board accepted the minutes of the previous meeting (6 December 2017) as a true and accurate record Moved: Shaun Seconded: PASSED</p> <p>It was noted in-committee at the 6 December 2017 Board meeting that the Board agreed to appoint an external principal appraiser (Laura Snowden) for Louise in 2018.</p>		
<p>1.5. Matters Arising – Election of Board Chair The Board unanimously elected Shaun Twaddle as Board Chair. No other candidates stood. No other matters arising.</p>		
<p>1.6 Correspondence Shaun tabled an updated correspondence list. The contents were noted by the Board.</p>	Respond to Jamie Hyatt	ST
2. Board Discussions and Decisions	Action	Who
<p>2.1 2017 Analysis of Variance Louise tabled the Analysis of Variance report and talked through the results.</p>	Louise to add additional summary section, and partnerships with	LG

<p>With National Standards being no longer reported on Louise outlined how the NZ curriculum will be used to set the targets for 2018.</p> <p>The board noted the Analysis of Variance report</p>	<p>parents across maths and attendance.</p>	
<p>2.2 2018 Annual Plan Louise tabled the draft 2018 Annual Plan. The Board discussed the annual plan in detail, particularly objective 3 and 5. It was agreed that measurables would be covered further in detailed actions. It was agreed that objective 6 should focus on working towards being a silver enviro-school.</p> <p>Louise outlined that she would take feedback on board, discuss further with the lead team and Chair and present the 2018 Annual Plain at the next Board meeting</p>	<p>The 2018 Annual Plan to be developed further. 2018 Annual Plan tabled at the next Board meeting</p>	<p>LG</p>
<p>2.3 2018 Charter The draft 2018 Charter, which was adjusted at the last Board meeting following the Board strategic workshop was tabled. Louise and Shaun walked the Board through the Charter. A discussion was held across the document. In particular, our cultural diversity was discussed.</p> <p>Discussion on community engagement with the Charter. Publish for consultation Thursday 15th Feb with 10 days for the community to provide feedback.</p> <p>It was agreed that the:</p> <ul style="list-style-type: none"> - 2018 Charter to be adjusted to take into Board feedback and sent out to the Community on Thursday 15 Feb with 10 days for the community to provide feedback - the Board would approve/accept the 2018 Charter via email before 1 March 2017, when it will be sent to the Ministry of Education. <p>Moved: Shaun Seconded: Angela PASSED</p>	<p>Incorporate Board feedback and get the 2018 Charter out for consultation on 15 February.</p> <p>Incorporate any community feedback on the 2018 Charter.</p> <p>Ensure that the Board approves the 2018 Charter via email by 1 March 2018</p>	<p>ST & LG</p> <p>ST & LG</p> <p>ST</p>
<p>2.4 Allocation of Portfolios</p> <p>Allocation of Board portfolios were discussed, with the following agreed unanimously:</p> <ul style="list-style-type: none"> • Property – Anthony Taylor • Finance – Sarah Lewis • Policy – Rick Teal • Community Engagement – Angela Ogier 	<p>Investigate obtaining a suitable person to take minutes at future meetings</p>	<p>ST</p>

<p>The vacant minute secretary role was discussed, and it was agreed that Shaun would investigate obtaining a minute secretary, with the view of having someone for the next meeting</p>		
<p>2.5 NZSTA Training</p> <p>Shaun discussed the value of NZSTA training, especially for new members. All board members are encouraged to attend at least one session.</p> <p>All Board members showed an interest in attending the 1 March – Governance Essentials course run by NZSTA.</p>	<p>Book 1 March Governance Essentials NZSTA course</p>	<p>ST</p>
<p>2.6 Setting meeting dates</p> <p>Board meeting dates for 2018 were discussed. It was unanimously agreed that 10 meetings a year was desirable.</p> <p>Dates for the next two meetings were set: 8th March next meeting 12th April following meeting</p> <p>It was agreed that Shaun would work with Louise to propose meeting dates for May onwards at the next Board meeting.</p>	<p>Propose Board meeting dates for May onwards</p>	<p>ST</p>
<p>3. Standing Items</p>		
<p>3.1 Chairperson's Report</p> <p>Shaun presented the Chairperson's Report. Taken as read.</p> <p>Main Discussion Items: Principal's assessor for information. Discussion on the bottom field play area, it may be possible to repurpose the old equipment that has been removed.</p> <p>Decision: In principle (following property investigation into the wear and tear of current cool grass) to spend \$10,500 for additional cool grass to extend the area on the bottom field. Moved: Shaun Seconded: Rick PASSED</p> <p>The Board accepted the Chairperson's Report. Moved: Shaun Seconded: Angela PASSED</p>	<p>Inclusion of information about the Principal's Appraisal process in the next Chair report</p> <p>Cool grass action (in principle approval to spend \$10,500 on cool grass on the bottom field) subject investigation of wear and tear of current cool grass to be added to the property group agenda</p> <p>Draft broad 2018 Board workplan to be developed and presented at the next meeting</p>	<p>ST</p> <p>AT</p> <p>ST & LG</p>
<p>3.2 Principal's Report</p>	<p>Investigate if we can get</p>	<p>LG</p>

<p>Louise presented the Principal's Report. Taken as read.</p> <p>Main Discussion Items: Angela commented on the collaborative learning part of the report and highlighted this will be helpful to share with parents at the engagement evening. Applications for permanent vacancy – 19 applications, 3 will be interviewed on Friday. School camp timeline has been added into dropbox for board assurance.</p> <p>The Board accepted the Principal's Report. Moved: Shaun Seconded: Beccy PASSED</p>	<p>the google calendar from the school onto personal devices</p>	
<p>3.3 Finance Report Shaun presented the Finance Report. Taken as read.</p> <p>Main Discussion Items: The budget is showing a deficit presently. We are hoping to manage out of this position across the year. The ways to manage this is anticipated as home and school donations and managing prudently. We will do a reforecast budget mid-year (as per previous years) once we have a better handle of key income and expenditure items.</p> <p>Rick questioned why the current budget is at a deficit compared to this year's surplus. Budget is a prudent position based upon what we know today. In financial year (FY) 2016 an adjustment was made regarding the cyclical maintenance as the Kaukau build was approved. FY17 year was an anomaly as we had higher attendances than planned and therefore has financial benefit.</p> <p>Decision: That as new Finance Chair, Sarah Lewis is given access to Xero, the School's ASB bank accounts and ability to authorise bank payments. Moved: Shaun Seconded: PASSED</p> <p>The Board accepted the Finance Report, including the November 2017 Management Report, 2018 Budget and Asset Management Plan. Moved: Shaun Seconded: Sarah</p>	<p>Re-forecast the 2018 budget after July.</p> <p>Request that the Executive Officer sets up access for Sarah Lewis to the school's Xero and ASB accounts as agreed</p>	<p>Finance Committee</p> <p>LG</p>

PASSED		
<p>3.4 Property Report Anthony presented the Property Report. Taken as read.</p> <p>Main Discussion Items: Council coming in the week commencing 9 Feb to sign-off outstanding code of compliance in the Pool. Next meeting Friday 9th Feb</p> <p>The Board accept the Property Report. Moved: Shaun Seconded: PASSED</p>	The 5YA is put into the drop box before the next board meeting	AT
<p>3.5 Policy Review Sarah presented the Policy update. Taken as read.</p> <p>The Board accept the Policy Report Moved: Shaun Seconded: PASSED</p>	Policy review handover between Sarah, Rick and Louise	SL
<p>3.6 Community Engagement - Engagement Evening</p> <p>Main Discussion Items: A move from the Board to a more consultation rather than being prescriptive. Consider the principles from the board to the community for communication, e.g. timeframes. Use the terminology 'strive' to allow for unforeseen circumstances.</p> <p>The Board Chair will have a short speaking spot at the Family Engagement Evening.</p> <p>The Engagement Plan was tabled and noted. It includes monthly Board newsletters/updates.</p>	Board Chair to speak on behalf of the Board at the Community Engagement Evening	ST
<p>3.7 Healthy & Safety Covered under property report.</p>		
<p>Any other business</p> <p>Shaun asked if anyone would like to attend the home and school meeting with Louise and him. They will be presenting the projects that the Board would like to be supported by H&S. These include the Clark street entrance (increasing student and parent safety), bottom field and cool-grass (ref: 3.1 Chairperson's Report, in the future the new playground.</p> <p>Louise presented the work that has been undertaken in the school for 'He Waka Eke Noa' (All in this together – no</p>	Shaun and Louise to attend the H&S meeting. Shaun to report back at next meeting	ST & LG

<p>exceptions). The board were invited to create a Hoe at a future meeting to contribute to the display.</p>		
<p>4. Meeting Closure</p>	<p>Action</p>	<p>Who</p>
<p>4.1 Items for next meeting's agenda Resolution to Exclude the Public Moved that, in terms of Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this meeting for the reason that the discussion of this matter would infringe the privacy of a natural person under section 9 (2) of the Official Information Act 1982.</p> <p>The public part of the meeting closed and the meeting moved in-committee at 9:22pm</p>		

DATE of Next Meeting

8 March 2018


 Chairperson