



**Board of Trustees
Meeting Minutes
Thursday 8 March 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: Katrina Bullen (minutes)</p>		
<p>1.2 Declaration of Conflict of Interest Conflicts declared. Anthony Taylor noted his conflict regarding Kowhai Junior Redevelopment was ongoing. Regarding an Interest Register, which was brought up in the preparation for the audit, it was noted that a register had now been created. The Trustees will need to update this. Shaun had put the Register in Dropbox.</p>	All to update Interests Register	All
<p>1.3. Minutes of Previous Meeting The Board accepted the minutes of the previous meeting (7 February 2018) as a true and accurate record. Moved: Angela Seconded: Rick PASSED</p>		
<p>1.4. Matters Arising 1.4.1 2017 Analysis of Variance had been updated. 1.4.2 2018 Charter had been approved and sent to the Ministry of Education.</p>		
<p>1.5 Correspondence</p> <ul style="list-style-type: none"> • An updated correspondence list was tabled, and the contents were noted by the Board. • Mr Hyatt had been provided with the information for the pool. • The 10-year Property Plan has been sent by the Ministry and the 5-year plan is ready for signing. • The Champions Christian Club had been in contact and asked if the school was willing to run the programme again in 2018. Their letter had been acknowledged. The letter was circulated to the meeting and reviewed. There was some discussion regarding the way forward and the need to progress the religious instruction policy and then put it out for community 	<p>Sign off the 5-year plan</p> <p>Develop the Religious Instruction Policy for board consideration at next meeting</p> <p>Advise Champions Christian Club of Board's response</p>	<p>Shaun</p> <p>Rick</p> <p>Louise</p>

<p>consultation before responding to Champions Christian Club.</p> <ul style="list-style-type: none"> It was noted that the North Chair Cluster meeting was due to take place. 	Ensure attendance at North Chair Cluster meeting	Shaun
2. Board Discussions and Decisions		
2.1 Trustee Code of Behaviour		
The updated Code of Behaviour was given to the Trustees for their signature.	Put in Dropbox	Shaun
2.2 2018 Annual Plan		
The Annual Plan was tabled and taken as read.		
2.3 2018 Board of Trustees Workplan		
The Workplan was noted and reviewed. It was noted that the June meeting has been dropped. It was agreed to move Religious Instruction Policy from October to April. It was also agreed to add under Board process the requirement to sign the Code of Behaviour annually.	Move religious instruction policy from October to April/May. Update and add workplan to each meeting	Shaun
2.4 Clark Street Entry – Minute decision of BOT		
Anthony talked about the proposed new entry. They were requesting agreement in principle to proceed. It was noted that Callum McKenzie had done the work so far for free. Trudie from the Ministry had agreed to do the QS. Decision: That the Board agree in principle to proceed with indicative costings for the Clark Street Entry and ask the Ministry of Education to undertake a QS report on its behalf. Moved: Louise Green Seconded: Anthony Taylor PASSED	Notify Trudie at the Ministry of Education of go ahead for Clarke St QS	Louise
2.5 2017 Annual Report – BOT Chair		
Shaun presented his report and talked through it.	Beccy and Louise to find some photos for the Report.	Beccy/ Louise
3. Standing Items		
3.1 Chairperson's Report		
Shaun presented the Chairperson's Report, which was taken as read.		
3.1.1 Swimming Pool Council Funding Report. The report was supposed to be provided in January and the report has now been put together. The report was noted.		
Discussion Items:		
Home & School meeting – Shaun had attended this meeting. He noted that it had been a good meeting in which they had discussed potential projects for the year. Lisa McPhail is the Home & School chair for the year.		
3.1.2 Home & School Attendance: It was agreed that the Trustees would attend on a roster.		
3.1.3 Focus areas for Principal Appraisal: Collaborative practice – embed in school. The learning goal was to further explore coaching		

<p>skill development and application.</p> <p>The Board accepted the Chairperson's Report. Moved: Angela Seconded: Anthony PASSED</p>		
<p>3.2 Principal's Report Louise presented the Principal's Report, which was taken as read.</p> <p>Main Discussion Items: The Enrolment Scheme was discussed and added to the Workplan. In relation to the three student teachers mentioned in Louise's report that 'Associate Teachers' were trained teachers who have student teachers. Becky presented Seesaw and showed the Board what it could do. There was then some discussion on the curriculum. Leanne is pulling together what the school curriculum</p> <p>Decision: That the Board ratify the appointment of Carron Aldridge to a permanent teacher vacancy effective 4 April 2018 Moved: Louise Seconded: Shaun PASSED</p> <p>Decision: That the Board ratify the appointment of Murinda Barrett to a fixed term Teacher Aide position commencing 16 February 2018 and ending 19 December 2018 Moved: Louise Seconded: Shaun PASSED</p> <p>Decision: That the Board ratify the appointment of Sonia Goodwin to a fixed term Teacher Aide position ending 19 December 2018 Moved: Louise Seconded: Shaun PASSED</p> <p>The Board accepted the Principal's Report. Moved: Shaun Seconded: Sarah PASSED</p>	<p>Find education acronym list and put into Dropbox</p>	<p>Louise</p>
<p>3.3 Finance Report Sarah presented the Finance Report, which was taken as read.</p> <p>3.3.1 Management Report – Draft 31st December 2017 . It was noted that the report was still in draft and the surplus would be updated when the final information was received. The surplus was looking at being between \$15,000 to \$20,000.</p> <p>3.3.2 Management Report – 31 January 2018 It was noted that they were one-month in. It was also noted that the</p>		

<p>YTD budget was the full year budget.</p> <p>Decision: It was moved that the Board of Trustees had seen and acknowledged the financial accounts for the 1 month ending 31 January 2018.</p> <p>Moved: Angela Seconded: Shaun PASSED</p> <p>3.3.3 Management & Governance Initial Representations were noted.</p> <p>3.3.4 Fraud Risk Assessment – The assessment was noted.</p> <p>3.3.5 School Annual Accrual Report Certification – The certification was noted.</p> <p>Decision: That the Board Chair be delegated to sign off the Annual Financial Statements in order that these can be forwarded to the Auditor by 31 March, 2018</p> <p>Moved: Louise Seconded: Sarah PASSED</p> <p>The Board accepted the Finance Report.</p> <p>Moved: Shaun Seconded: Angela PASSED</p>		
<p>3.4 Property Report.</p> <p>It was noted that the property meeting had not taken place. Anthony presented the Property Report, which was taken as read.</p> <p>It was noted that the Kowhai modernisation was almost complete.</p> <p>The Kauri block meeting had been held and this would be completed by September.</p> <p>Louise talked about the process for the new furniture plan. She noted that decisions would need to be made by the middle of Term 2. \$44,000 FFE budget with the building and figure had also been put in the asset plan.</p> <p>Accessibility: Anthony talked about the accessibility to the library and hall.</p> <p>5YA had been gone through in details with the property committee. It was noted that all work had been put in the 2018/19 budget.</p> <p>The Board accepted the Property Report.</p> <p>Moved: Sarah Seconded: Shaun PASSED</p>		

<p>3.5 Policy Review</p> <p>Rick noted there were no additional advisories since last meeting.</p> <ul style="list-style-type: none"> • Home Learning. • Financial Control and Expenditure. <p>Reviews of the policies to be completed by 4 April so the results can be compiled for the next meeting.</p> <p>It was moved that the Board accept the Policy Report</p> <p>Moved: Shaun Seconded: Sarah PASSED</p>	<p>Remind Board members to feedback on the policies</p> <p>Email the policies out including the template Religious Instruction Policy</p> <p>Notify parents of the home learning policy review in the Board update</p>	<p>Rick</p> <p>Rick</p> <p>Shaun</p>
<p>3.6 Communication Engagement Plan Updated</p> <p>Angela presented the Engagement Plan. The plan was reviewed and discussed.</p> <p>There was some discussion about face to face engagement, surveying, and the way to survey. It was noted the Board needed to learn about the community to inform the strategic direction.</p> <p>There was also discussion about the types of information that board needed to know from the community to performs its function</p> <p>There was then some discussion about Board information being more readily available. It was noted that the chairman puts a summary of any key points from the Board meeting in the Board newsletter.</p> <p>It was agreed that a sub-committee would be established to further work on the engagement plan, especially around communication principles. Membership is open to any board member who would like to attend.</p>	<p>Shaun to follow up with cluster group about survey.</p> <p>Organise a meet the Board evening/afternoon</p> <p>Before the next meeting, create a list of survey topics on Dropbox</p> <p>Subgroup to rework communication principles bullet points</p> <p>Invite Lisa from Home & School to the next Board meeting.</p>	<p>Shaun</p> <p>Shaun</p> <p>Shaun</p> <p>Angela</p> <p>Shaun</p>
<p>3.7 Health & Safety</p> <p>There were no health and safety issues. Regarding the advisory that goes to families regarding a knock to head, Louise noted that this had worked well in a recent incident where a child had a knock to the head. Parents were grateful that they had been advised as later that day the child had vomited and actually had concussion.</p>		
<p>4. Meeting Closure</p>		
<p>4.1 Items for next meeting's agenda</p> <p>The meeting closed at 9.45pm. No in-committee.</p>	<p>Action</p>	<p>Who</p>

DATE of Next Meeting

12 April 2018

Chairperson