



Board of Trustees Meeting Minutes

Thursday 13 September 2018
7pm in the Staffroom

1. Administration	Action	Who
<p>1.1. Present/Apologies Present: Louise Green, Shaun Twaddle (chair), Beccy Haley, Rick Teal, Sarah Lewis, Angela Ogier and Anthony Taylor Attendance: Katrina Bullen (minutes)</p> <p>Apologies: None</p> <p>Shaun welcomed the visitors to the meeting and noted that the meeting was a private meeting held in public. No visitors had asked for speaking rights at the meeting. Visitors were therefore asked to remain quiet during the meeting.</p>		
<p>1.2 Declaration of Conflict of Interest Louise noted her ongoing conflict due to the Principals' Collective Agreement negotiations. Louise also noted a conflict with the Clubs Policy under development due to perceptions that she could influence a policy that she will implement on behalf of the board.</p> <p>Shaun stated he felt that Rick and Angela had a conflict of interest regarding the Clubs Policy based on the school's Conflicts of Interest Policy. This was felt to be due to their comments and involvement regarding religious instruction in 2017. Shaun noted he had received advice from NZSTA regarding conflicts of interest and they were of the opinion that Angela and Rick did have a conflict.</p> <p>Angela and Rick felt that they didn't have a conflict of interest.</p> <p>After further discussion it was agreed to leave further discussion to the Clubs Policy item on the agenda.</p>	<p>All to update</p>	<p>All</p>
<p>1.3. Minutes of Previous Meeting The Board accepted the minutes of the previous meeting (5 July, 2018) as a true and accurate record. Moved: Rick Teal</p>		

<p>Seconded: Beccy Haley PASSED</p>		
<p>1.4. Matters Arising There were no matters arising not covered on the agenda.</p>		
<p>1.5 Correspondence <i>Inwards:</i></p> <p>It was noted that the school had received an Official Information Act (OIA) request regarding religious instruction. The Board agreed that the Chair would go back to the requestor and ask for the scope to be refined. School management would be responsible for compiling the report and it was noted that this would place an additional burden on their workload.</p> <ul style="list-style-type: none"> • 6 August – Josh Barley re Clubs Policy feedback • 11 August – Louise Tong re Clubs Policy feedback • 12 August – Louise Green re FW: Ministry bulletin for school leaders #95 • 13 August – Louise Green re Khandallah School Board Meeting (re: BoardSure) • 14 August – Louise Green re Report of physical restraint • 25 August – Dinah Cohen and Swithen Foote re Clubs Policy feedback • 25 August – Louise Green re FW: Ministry bulletin for school leaders #96 • 30 August – Adrian Jenkins re Politicisation of children • 31 August – Tracy Melville re Clubs Policy feedback • 1 September – Trent Corbett re Clubs Policy feedback • 1 September – PeterTyson and Laura Tjanora re Clubs Policy feedback • 2 September - Peter Crabree and Elisabeth Numan re Clubs Policy feedback • 2 September – Susan Murphy re Clubs Policy feedback • 2 September – Andrew and Robyn Ray re Clubs Policy feedback • 3 September – Claire Hart re Clubs Policy feedback • 3 September – Richard Kenyon re Clubs Policy feedback • 3 September – Mehrdad Fateni re Clubs Policy feedback • 3 September – Natasha Clark re Clubs Policy feedback • 3 September – Richard Cross re Clubs Policy feedback • 3 September – Taslim and Jeremey Parsons re Clubs Policy feedback • 3 September – Francis Paku re Clubs Policy feedback • 3 September – Kath Greenough re Clubs Policy feedback • 4 September – Louise Tong re Minutes availability electronically) • 4 September – Pip Hunter re Clubs Policy feedback • 4 September – Kath Greenough re Clubs Policy feedback • 4 September – Giselle Bareta re Clubs Policy feedback • 4 September – Natasha Clark re Clubs Policy feedback • 4 September – Dexter Muir re Clubs Policy feedback • 5 September – Cam and Ange Miller re Clubs Policy feedback 	<p>Get in contact with OIA requestor about scope of the request</p>	<p>ST</p>

<ul style="list-style-type: none"> • 5 September – Natasha Clark re Clubs Policy feedback • 5 September – Francis Paku re Clubs Policy feedback • 5 September – Dale and Heath Taylor re Clubs Policy feedback • 6 September – Carl Ranford re Clubs Policy feedback • 6 September – Amy Turner-Mudgway re Clubs Policy feedback • 6 September – Louise Green re Physical restraint notification • 7 September – Ray and Renuka Bhula re Clubs Policy feedback • 7 September – Rebecca Osborne re Clubs Policy feedback • 7 September – Linda McArthur re Clubs Policy feedback • 7 September – Deborah Ryan re Clubs Policy feedback • 9 September – Claire Hart re Clubs Policy feedback • 10 September – Louise Green re Fwd: Khandallah School – Contribution to Ministry of Education capital works (forwarded email received from David Hyland – Ministry of Education) • 10 September – Louise Green re Fwd: Ministry bulletin for school leaders #97 • 10 September – Louise Green re Physical Restraint Notification • 10 September – Natasha Clark and Taslim Parsons re Conflict of interest concern • 11 September – Office re Fwd: Official Information Act request – Khandallah School (sent on 4 Sept, end up in junk folder) • 11 September – Office re Fwd: A message from the schools website (querying if we had received OIA request above) <p>Outwards:</p> <ul style="list-style-type: none"> • 13 August – Ministry of Education re Notification of School Closure • 16 August – Ministry of Education re Notification of Payroll re industrial action • 27 August – Parents re Board Communication: New Playground • 30 August – Adrian Jenkins re Politicisation of children • 3 September – Sally Barton (CEC) re Champions • 3 September – Parents re Board Communication: Clubs Policy • 11 September – Mark Honeychurch (via fyi.org.nz) re Official Information Act Request – Khandallah School (acknowledging receipt) • 12 September - Mark Honeychurch re Official Information Act Request – Khandallah School (acknowledging receipt) • 13 September – Natasha Clark and Taslim Parsons re Conflict of interest concern <p>There had been some feedback around the Clubs policy and not being able to find it.</p>		
2. Board Discussions and Decisions	Action	Who
<p>2.1 Clubs Policy Process</p> <p>It was noted that 30 responses had been received to the Clubs policy.</p> <p>It was proposed that a subcommittee be convened to look at the feedback and how it relates to the policy and to identify key themes to engage with the community on. Then bring back recommendations on the policy, and if required seek further feedback from the community. The subcommittee to then report</p>		

back to the next Board meeting. The proposed subcommittee being Sarah, Anthony and Shaun.

Discussion then moved to having staff give confidential input into the Clubs Policy. Angela disagreed with asking the staff or giving them special treatment. Beccy talked about why the staff should be given the opportunity. After further discussion it was agreed to extend the consultation on the policy for the community as well as the staff. Rick suggested opening up the review to the end of the term.

Angela noted that they needed a clear idea of the policy and also a clear idea on religious instruction. Rick noted that this had been initially discussed and was the reason for looking at the Clubs Policy in the first instance. Angela also noted that the Board needed to clearly show their position on religious instruction.

Sarah noted that analysis on the feedback needed to be done without speculating on what people were saying. Get the process right and keep on track. Angela noted that they needed to work on helping the community understand what the Board was trying to do. Work needed to be done on community communication so that the community did not think that the Board was reintroducing religious instruction by stealth. She also felt that trust needed to be built within the community and also build the analysis at the same time.

Rick felt that the communication from the Chair had been good. Angela noted that she did not agree with the comments that the chair had put out to parents. Angela also did not feel that there had been adequate consultation on Board memos. Shaun noted that he had been to NZSTA and put in the Board documentation. Angela again did not agree and felt that it would inflame the situation. Shaun then proposed that if any further comment was requested by media that no comment be given. The Board agreed.

The Board then agreed to agree the process to move forward with the Clubs Policy. It was agreed to extend the feedback period to the end of the term, but that setting the terms of reference should be done as soon as possible. The terms of reference would then be agreed at the next Board meeting. It was also agreed that discussion any conflict of interest regarding the Clubs policy not be had until the terms of reference had been agreed.

It was also agreed to communicate the intent of the Clubs Policy. Shaun noted that he was happy to step aside from doing this communication due to Angela's feeling that his last one was not appropriate.

Angela agreed to draft a response which would be sent out to the Board to approve its circulation, which would be ready for Tuesday 18 September.

2.2 Strategic Engagement Feedback – Next Steps

<p>Angela talked about the responses received from the community engagement in June. Angela felt they had received quite clear direction from the feedback.</p> <p>It was noted that Louise and Shaun were attending the NZSTA Charter Review Workshop and they would report back on this. Louise noted that any further drafting of the Charter would go out again for feedback.</p>		
<p>2.3 Primary Teacher / Principal Collective Agreement - update Louise noted that the MOE Secretary had made an offer to both teachers and principals, around remuneration only. No offer had been received around reducing workload, SENCOs to schools, reducing class sizes. There was also no offer on more professional leadership time in schools. Flat 3% + 3% + 3%, so 9% over three years. Louise also noted that on Friday 14 September teachers and principals would get a link to Election NZ for a secret ballot of accept or reject the claim.</p>		
<p>2.4 125th Reunion and Official Opening of New Build Louise noted this was the biggest piece of work at this stage and was occupying all their spare time. Dropbox had been updated on how much progress has been made. She noted that there was still quite a lot to do. Louise also noted that they now have a date for the relocation, which was immediately after the celebrations.</p> <p>The Ministry has been asked for some support in the relocation. Beccy had been able to get in to have a look at the space.</p> <p>136 registrations had been received with five weeks to go. Louise talked about the plans for the weekend and the formal plans for Saturday. The next meeting of the planning committee was to be held on Monday 17 September. Louise acknowledged the hard work of Judy, Sarah, Jane and all other key people. who had worked hard on the event.</p>		
<p>3. Standing Items</p>		
<p>3.1 Chairperson's Report Shaun presented his report, which was taken as read.</p> <p><i>Board Sure:</i> NZSTA running process where they go into schools and looking at their governance policies and rate how they should be. The draft report had been received. Shaun would put in Dropbox for the next meeting.</p> <p><i>Electronic Board Minutes:</i> A request had come through in correspondence to have the Board minutes available. The Board agreed that once the minutes had been approved they would be put under the communications page on the school website. Angela proposed to put the agendas up there also.</p>	<p>Action</p> <p>Draft Board Sure report to be included in Board documents for the October Board meeting</p> <p>Board agenda and minutes (once agreed) to be put on the school's website</p>	<p>Who</p> <p>ST</p> <p>LG</p>

<p><i>Board engagement with parents:</i> There was some discussion regarding Board involvement in the community. There was a suggestion of having exit interviews for students leaving school and each term randomly picking a family from each syndicate where someone from the Board would meet with them and ask them open ended standard questions. Beccy talked about the Year 6 survey and agreed to put a copy of the survey in Dropbox for the next meeting.</p> <p>It was agreed to park the discussion and agree on an engagement strategy with families.</p> <p>The Board accepted the Chairperson's Report. Moved: Anthony Taylor Seconded: Rick Teal PASSED</p>		
<p>3.2 Principal's Report Louise presented the Principal's Report, which was taken as read.</p> <p><i>Staffing: Ratification of appointments</i></p> <p>It was moved that the appointment of Geoff Acethorp as the permanent caretaker be ratified.</p> <p>Moved: Louise Green Seconded: Shaun Twaddle PASSED</p> <p>It was moved that the appointment of Megan Harding to a fixed term learning assistant (Teacher Aide) role until the end of the 2018 school year be ratified.</p> <p>Moved: Louise Green Seconded: Shaun Twaddle PASSED</p> <p>It was agreed that a discussion regarding the operations grant and staff entitlement and the drop in staff in funding in 2020 be held in-committee.</p> <p>The current roll was 426. On current role numbers, it was noted that the Board needed to consider the current enrolment scheme.</p> <p>The Board accepted the Principal's Report. Moved: Shaun Twaddle Seconded: Beccy Haley PASSED</p>		
<p>3.3 Finance Report Sarah presented the Financial Report.</p>		

3.3.1 Management Report – July 2018

The July report was noted and all was looking good.
It was noted that there were no issues with paying debts as they fall due.

3.3.2 Meeting with MOE & Account for Schools

The follow-up meeting with MOE noted that what they had flagged was not actually a problem. It was agreed to add working capital to the balance sheet. Louise stated that it had been a positive meeting.

Sarah to meet with David Hyland to discuss the negative liabilities treatment that he had recommended. Shaun asked if she could ask him how much they could actually spend. Sarah would also bring up with David the year end accounts.

Sarah also noted she had received some good fundraising leads regarding grants they could apply for.

Louise asked about the marque for the reunion of \$10,000 and also noted that they still have extra budget for relief teachers due to sickness which they did not think they would need to use. It was noted that a decision on the marque was needed fairly quickly.

It was moved that approval be given to spend up to \$10,000 + GST to hire a marque for the 125th reunion celebrations.

Moved: Angela Ogier
Seconded: Shaun Twaddle
PASSED

The Board accept the Finance Report.

Moved: Shaun Twaddle
Seconded: Angela Ogier
PASSED

3.4 Property Report

Anthony presented the property report.

Kowhai Junior Development: Awaiting final works to be undertaken and final account to be put through to contractor for confirmation.

New Build: Progress slightly slower than anticipated with stage 2 handover to be mid to late October.

5YA Projects: Progressing with hall toilet layouts. Reroofing will be happening in the holidays and then the painting will be done after that.

It was moved that approval of the Kowhai Stage 3 drawings be done by circular resolutions.


Moved: Anthony Taylor

<p>Seconded: Shaun Twaddle PASSED</p> <p><i>Health and safety:</i> The Caretaker had been inducted.</p> <p>Pricing for fencing that is rotting and rusting and needed to be replaced had been received and the school have the budget to have this work done.</p> <p>The Board accept the Property Report Moved: Anthony Taylor Seconded: Ange Beal PASSED</p>		
<p>3.5 Policy Review The policy review was taken as read and noted.</p> <p>Term 3: Policies to review</p> <ul style="list-style-type: none"> • Complaints – Board members, staff and parents • Behaviour management – Board members, staff and parents • Clubs Policy – Board members, staff and parents <p>Review for these topics closes on SchoolDocs on 28 September 2018. Analysis of the reviews will be presented in term 4.</p> <p>Rick flagged that for SchoolDocs if feedback was pushed out a manual process would occur.</p> <p>It was agreed that the review of thee Behaviour Management and Complaints policies be pushed out to Term 4.</p> <p>It was noted that an advisory had been released by SchoolDocs and had been included in Dropbox.</p> <p>It was moved that the Board accept the Policy Report Moved: Rick Teal Seconded: Shaun Twaddle PASSED</p>		
<p>3.6 Community Engagement 3.6.1 Strategic Update 3.6.2 Strategic Engagement Feedback Covered above.</p>		
<p>3.7 Health, Safety and Wellbeing This was covered in the property report and principal’s report. Noted Health and safety wellbeing system at school – the caretaker and executive officer do regular walks around school to make sure all is being done. But all need to take responsibility. Teachers, staff and students all come to note issues.</p>		
<p>4. Meeting Closure</p>	<p>Action</p>	<p>Who</p>

<p>4.1 Items for next meeting's agenda</p> <ul style="list-style-type: none"> • Strategic Plan • Discussion around Terms of Reference for Clubs Policy subcommittee • 125th Celebration • Collective Agreement Update <p>The public part of the meeting closed at 9.40pm and the Board moved to in-committee business.</p>		
<p>5. In-committee if Required</p>		
<p>5.1 ACC GRTW Programme Update 5.2 2019 Staffing</p>		

DATE of Next Meeting

18 October 2018



Chairperson

