

Koraunui School Board of Trustees Meeting

MONDAY 19TH DECEMBER

Date confirmed: 15/02/17

Karakia Timatanga: 7.00pm

1. Administration

1.1 Present: Barbara Hay, Rachel Brinkley, Craig Press, Eli Maiava, Vera Xu, Di Wright, Gillian McPeake, Tricia Chapman (NZSTA), Paula Cull (NZSTA)

1.2 Apologies: Shane Doherty, Dave Robinson

1.3 Speaking rights:

Moved: That Dianne Wright, as incoming acting principal, and Trish Chapman and Paula (NZSTA), as advisors to the board, be given speaking rights during the meeting

Brinkley/Maiava: **Carried**

1.3 Confirmation of previous minutes: Minutes were reviewed.

Moved: That the minutes be approved as true and correct. Brinkley/Maiava

Carried

2. Strategic Decisions

2.1 CoL Progress: Only eligible principal in cluster has declined. Now opened up to other principals in the cluster as a result, for an initial 12 month period.

Achievement challenge: Draft has been distributed for consideration at this stage.

Email received today. Hoping to get expert advisors quickly before they are all snaffled. Names circulated to principals for consideration and response.

2.2 Enrolment Scheme: Barbara is to prepare and submit a proposal as discussed by combined boards, using the MoE template, and prepare the maps by the end of January 2017 in readiness for community consultation.

Moved: That the Board submits a proposal to MoE as agreed to by the collective boards.

Brinkley/Hay **Carried**

2.3 Governance and Policy 3 Three Year Review Plan: The plan was distributed at the previous meeting and will now be the planning document for future scheduled policy/procedure reviews to be scheduled into board meetings. The Health & Safety Policy is ready to be signed off, but the associated procedural guidelines need to be completed. Board acknowledges the need to schedule work on these in early 2017.

Moved: That the Health and Safety Policy dated 19/12/17 be adopted.

Brinkley/Maiava **Carried**

2.4 Health and Safety committee: The committee will be made up of both Board and Staff members and will progress the work on developing the procedures noted above.

2.5 Co-opting of BoT members for 2017: This was discussed. With reference to the 13 June minutes re: co-option, there is no end date stated for Vera Xu and David Robinson, therefore the co-option is valid for three years.

3. Financial

3.1 2017 school organisation: Now public. Barbara has fielded a few queries about class placement, which is quite normal. Children have been to their new classrooms. Suggestion we develop some assessment guidelines to measure the effectiveness of the class with a strong Pasifika focus.

3.2 2017 draft budget: Request for a 2nd draft budget as there have been changes to the funding for specific children with special needs

Moved: That the draft budget be approved as a working budget until February 2017.

Hay/McPeake **Carried**

3.3 October monthly report: Proceeding as anticipated.

Moved: That the October monthly report be accepted.

Brinkley/McPeake **Carried**

3.4 2017 meeting dates: Allow for the turnaround time required now we are with Education Services. Dates to be set at next board meeting.

3.5 Grant applications: Library holiday reading programme declined by Trillion Trust.

4. Principal Report

4.1 School closure re: earthquakes/power. Power was out as a result of falling powerlines and the school was closed as a result on Monday November 14. MoE advised.

4.2 Review principal report Of note...

- Holiday programme is operating this week, then close for Christmas/New Year. The programme will re-open on the 9th January and run to Thursday 26 January.
- Barbara will organise work agreements in January for all staff.

Moved: That the Principal's Report be accepted.

Brinkley/Press **Carried**

4.3 ERO: Postponed to Term One 2017 by ERO: Will receive notification approximately 5 weeks before.

5. Curriculum

5.1 Progress reports: Sent home and available for families to respond to in good time before school closes.

5.2 Curriculum teams: End of year reports finalised and presented at staff meeting. Will be shared with BoT early 2017, either at strategic planning day or regular meetings in Term One.

6. Personnel: Appointment progress

- **Caretaker:** Position has been offered to one person with proposed start date 16 January 2017. Police vetting will be submitted prior to statutory holidays. Our relief caretaker will work through to end of January for holiday clean/transition.
- **Whanau Class Teachers:** Two candidates have verbally accepted the positions, paperwork underway.
- **Principal (Barbara left during the discussion around a new principal):** Information gathered from a principal re: what kinds of questions/adverts/contracts etc. An additional cost is involved if we require a consultant. An appointment committee is required for the completion of this process. Team to meet at 7pm on Wednesday 21st December.
- **Reliever for acting principal:** A very experienced new entrant teacher is available as a reliever and has accepted the position verbally, just waiting on written acceptance.

7. Health and Safety

7.1 Incident Reports:

7.1.2 Incident with child and trailer Coupling on trailer has been replaced on trailer as it was faulty. Child was bruised on foot. Processes were followed.

7.1.3 Year 6 Camp Child had a fall and was significantly grazed, but fine. First aid applied, parent made aware.

7.1.4 Child suspended for three days after hurting a teacher and teacher aide. Principal provided disciplinary committee with a report who managed this process. Child successfully returned to school under close supervision to finish the year.

8. Business carried over to the next meeting:

8.1: 2017 BOT meeting dates

8.2: Approval of second draft budget as the final version

9. In- Committee

Moved that the public be excluded for the agenda item 'OIA requests'.

The reason for this is 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.

The right to exclude the public for this item is provided for by section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987.

*Moved: That Dianne Wright, as incoming acting principal, and Trish Chapman and Paula Cull (NZSTA) be given speaking rights during the in-committee proceedings. Brinkley/Xu **Carried***

Meeting closed at 9.30pm

Note 1:

Correspondence out:

- Regarding OIA request to multiple other parties
- Principal appointment consultant request for expressions of interest

Correspondence in:

- Regarding OIA request for confidentiality
- NZSTA – Independent annual survey for NZSTA
- Responses from Consultants
- CoL Lead Principal progress advice
- NZSTA invoice

*Move that correspondence In and Out be accepted. Brinkley/Maiava **Approved***

Karakia whakamutunga: 9.30pm

A handwritten signature in blue ink, consisting of several loops and a final downward stroke.

15/2/17