

BOARD OF TRUSTEES MEETING MINUTES 22 MARCH 2017

Approved 3 May 2017

Open Meeting: Karakia timatanga: 7pm

Present: Rachel Brinkley, Dianne Wright, Vera Xu, Craig Press, Gillian McPeake, Eli Maiava, Tricia Chapman (NZSTA)

Apologies: Toni Wana, Dave Robinson, Shane Doherty

Move to grant speaking rights to Tricia Chapman as she is here on behalf of NZSTA and so will have relevant contributions to this meeting

Moved Brinkley/ Maiava

1. Administration

1.1 Previous minutes – matter arising: change of date to the consult meeting with school parents. Moved that minutes of previous meeting confirmed noting change discussed. Moved Brinkley/ Xu

1.2 Correspondence

1.2.1 request from staff member for use of school facilities – request denied, offer alternative use of school hall. Subsequent discussion noted that under school policy alcohol is banned in school grounds and facilities however BOT can issue a licence in special circumstances.

1.2.2 MOE School leaders bulletin

1.3 Board Consultation meeting – redevelopment of communication plan and community engagement to be discussed at next meeting

1.4 ERO – no communication from ERO yet, so not coming in Term 1

1.5 BOT meeting dates – changed agreed due to timing of financial reports which are prepared on 20th of month. All agreed to move meetings to first week of each month starting in May.

2. Strategic Decisions & Discussions

2.1 Whanau representation on Board – discussion about best way for school whanau community to be represented at board meeting, including recognition of the support that whanau teachers and school get from our community kaumatua.

3 Financial

3.1 Feb Financial end of month report – tracking as should be. Moved Brinkley/ McPeake

3.2.1 cyclical rollover of laptop leases is due at end of T1/ April. Selected replacements have been made and return of old leases scheduled.

3.2.2 Discussion around information technology needs being considered in more depth as part of future financial planning. Better understanding what the School's current IT needs are, and what they will be into the future, is important to doing this. Other schools will be confronting the same issue and may

have identified / used relevant approaches and resources, including tools for conducting IT audits. **Actions: Craig to draft letter, for the Chair's signature, to other local schools asking what approaches and tools they have used.**

3.3 Curious Minds contestable funding application has been approved for \$30,000. BOT signatures & approval required for transference of funds. Moved Brinkley/ Maiava.

3.4 Funding applications for

- Trillian Trust \$2500 for schoolwide Capital E trip
- Four Winds Trust \$2500 for schoolwide Capital E trip
- Infinity Trust \$2500 for Capital E trip
- Pelorus Trust \$50000 for playgrounds upgrades, repairs &/or replacements
- Four Winds Trust \$50000 for playgrounds upgrades, repairs &/or replacements
- Hutt Mana Charitable Trust \$12000 for Polyfest 2017

The Board resolved to approve the above grant applications for the specified amounts and purposes. Moved Brinkley/ Maiava

4. Principal report

4.1 Principal report.

4.1.1 Hippy contract to be transferred to Barnardo's in April. Dianne requires approval for Barbara Hay to act with her during this process due to historical knowledge of this programme & processes. Moved Brinkley/ Press

4.1.2 Charter: Strategic plan, national standards, analysis of variance (Nag 22A(b)), Annual plan. Documents to be circulated and approved by email, prior to submission to MOE.

5. Property

5.1 Playground - impact of playgrounds being unusable is visible in some students' behaviour. Awaiting council direction for playground removal.

5.2 10-Year Plan – discussed along with procurement plan.

6. Personnel

6.1 Principal Appointment – Advertising is complete. Process proceeding as scheduled.

6.2 Teaching award nomination – Di Christensen won the Prime Ministers Science Teachers Award – The BOT proudly acknowledges Di's achievement and thanks her on behalf of the school. Di to be invited to the next Board meeting to discuss the proposal for use of the prize.

7. Health and safety

7.1 Dogs on site – are a relevant consideration in respect to the Board's obligation to provide a safe environment for all pupils, staff and visitors. A discussion about the pros and cons of having dogs at school occurred. There is a clear benefit for some pupils as part of their learning plans, but dogs are a source of fear for other pupils. There was agreement to consider moving to a policy setting which would only permit dogs on site during school hours for a specified purpose. **Action: Craig to draft policy for further discussion**

7.2 Child Protection flowchart – for reporting of concerns disclosed by students. This supporting document is to be included under the guidelines Referral

to Agencies in the Health and Safety Policy.

7.3 Asthma research by Otago University – request for school to be the control group for this study. Moved Wright/ McPeake. Carried unanimously.

8. Business carried over to next meeting:

Board Consultation – communication and engagement

Whanau representation on Board

Invited speakers: D Christensen & L. Leulua'i

Otago research team

9. In committee:

Moved that the public be excluded from the following part/s of the proceedings of this meeting namely agenda items 9.1, 9.2, 9.3, 9.4. The grounds are that the matter is one of:

9.2 personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.

9.3 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.

9.4 that the exclusion of the public from this part of the proceedings of the meeting is necessary to enable the board to deliberate in private on its decision or recommendation

Moved Brinkley/ McPeake

Motion:

that Tricia Chapman, as NZSTA representative, be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of item matters which will support the board's decision-making.

Moved Brinkley/ McPeake

9.1 In-committee minutes Feb 2017 approved

9.2 Parent complaint

9.3 Enrolment zone discussion

9.4 OIA requests

The meeting resumed in public at 9.30 pm. The public excluded minutes are kept in a separate minutes excluded folder.

Close of meeting:	Karakia whakamutunga: 9.35pm
Next meeting:	3 rd May 2017

All reports relevant to be tabled at the board meeting are available from the school office on request. Office hours are 9am – 3 pm.

February financial end month reports (3.1)

Curious Minds (3.3)

Principal reports (4.1)

Playground inspector feedback (5.1)

10 year plan (5.2)

CYFS Flowchart (7.2)

Asthma guidelines (7.3)

Note 1:

Correspondence out:

Correspondence out discussed in committee (9.4)

Correspondence in:

Other correspondence will discussed in committee (9.4)

MOE School leaders bulletin

Request by staff member for use of school facilities (1.2)

Note 2:

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Eli, Toni

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave

A handwritten signature in blue ink, appearing to be 'RCS' with a stylized flourish at the end.