

Board of Trustees Meeting Agenda – 3 May 2017

Open: Karakia Timatanga	Policy Reference:	Led by:
<p><u>1. Administration</u></p> <p>1.1 Present</p> <p>1.2 Apologies</p> <p>1.3 Declaration of interests</p> <p>1.4 Confirmation of previous minutes</p> <p>1.5 Correspondence</p>		Rachel
<p><u>2. Strategic Decisions & Discussions</u></p> <p>2.1 Strategic decisions</p> <p style="padding-left: 20px;">2.1.1 Charter for MOE for approval</p> <p>2.2 Strategic discussions</p> <p style="padding-left: 20px;">2.2.1 Board consultation - communication and engagement</p> <p style="padding-left: 20px;">2.2.2 Whanau representation to the Board</p>	Operational /Governance Policy	Rachel Rachel/ Craig Eli
<p><u>3. Monitoring</u></p> <p>3.1 Principals Report</p> <p>3.2 Finance</p> <p style="padding-left: 20px;">3.2.1 End of month reports for March 2017</p> <p>3.3 Property</p> <p style="padding-left: 20px;">3.3.1 Swimming pool</p> <p>3.4 Health and Safety</p> <p style="padding-left: 20px;">3.4.1 Dogs in school policy</p> <p style="padding-left: 20px;">3.4.2 Playground complaint</p> <p>3.5 IT</p> <p style="padding-left: 20px;">3.5.1 Liaison with other schools</p> <p>3.6 Curriculum</p> <p style="padding-left: 20px;">3.6.1 Science</p> <p style="padding-left: 20px;">3.6.2 Pasifika class</p> <p>3.7 Personnel</p> <p style="padding-left: 20px;">3.7.1 Principal appointment progress</p> <p style="padding-left: 20px;">3.7.2 Acting principal appraisal</p> <p style="padding-left: 20px;">3.7.3 Staff appraisals</p> <p>3.8 Other - none</p>		Dianne Dave/ Dianne Guest (TBC) Craig Dianne Craig Guest Guest Rachel
<p><u>4. Other Business</u></p>		
<p><u>5. In-committee items</u></p> <p>5.1 Previous IC minutes</p>		

5.2 Enrolment Zone progress 5.3 OIA requests		
<u>6. Meeting Closure</u> 6.1 Identify Agenda Items for Next Meeting		
Karakia whakamutunga		

All reports associated with this meeting are available online , or in the school office during normal school hours.

Attached Reports:

- Draft Charter
- Principals report
- Finance report
- Draft dogs in school policy

NOTE 1:

- Correspondence in:
- Ministry Bulletin for School leaders
- Other correspondence will discussed in committee (5.3)

Correspondence out:

- Other correspondence will discussed in committee (5.3)

NOTE 2:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

- Health & Safety: Shane, Dianne, Gillian
- Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

- Civil Defence: Eli, Toni
- Curriculum: Eli, Gillian
- Property: Shane
- Finance: Dave

BOARD OF TRUSTEES MEETING MINUTES 22 MARCH 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 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: 3rd 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

Income

You have received 1 out of 4 Operation Grant deposits so far this year.

Your next Operating Grant instalment is due in April.

As at 31 March 2017 we note Grant Income is 23% of what was budgeted for.

Your Local Funds and Interest are 101% of what was budgeted for.

Your Trading and Other Accounts have contributed a surplus of \$10,361 for the year to date.

Expenditure

As at 31 March 2017 you have spent 22% of what you had budgeted for the year.

This compares with 25% of the calendar year gone.

Financial Position

Actual Available Funds as at 31 December 2016 were \$147,020

Budgeted Available Funds at 31 December 2017 are \$194,788

Actual Available Funds as at 31 March 2017 are \$257,283

Budgeted Available Funds as at 31 March 2017 are \$191,614

*Note: Available Funds are calculated as Working Capital *less* Term Cyclical Maintenance

Disclaimer

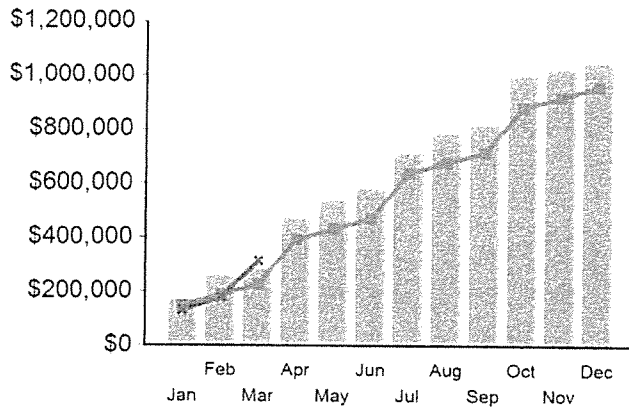
This commentary is to be read in conjunction with, not instead of, your full management report.

Items of Significance 31 March 2017

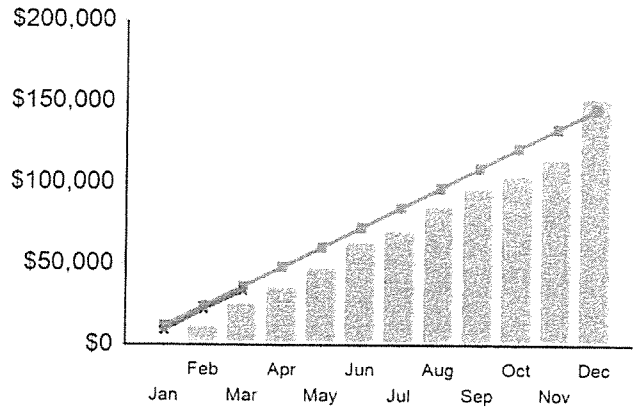
Commentary

Description	Code	YTD	Budget	Variance	%	Note
Income						
None.						
Expenditure						
Lib Estab	3130	2,036	200	(1,836)	1,018	
Additional Teachers	3410	19,582	0	(19,582)	0	Not Budgeted
Financial Position						
None.						

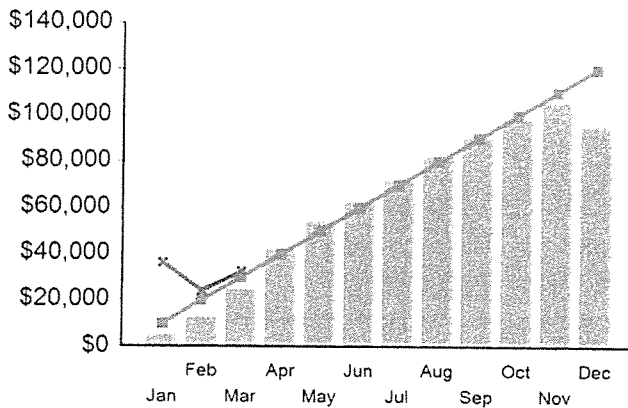
Income



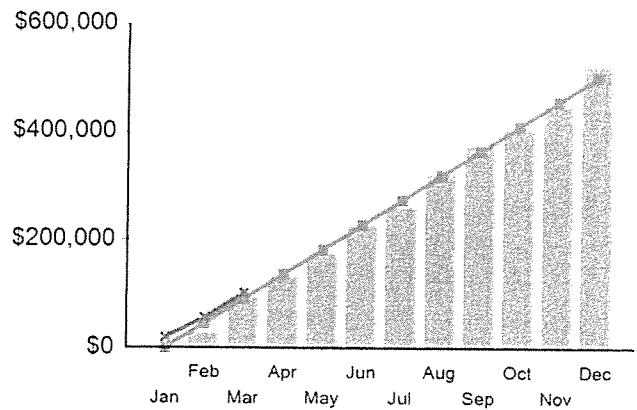
Administration



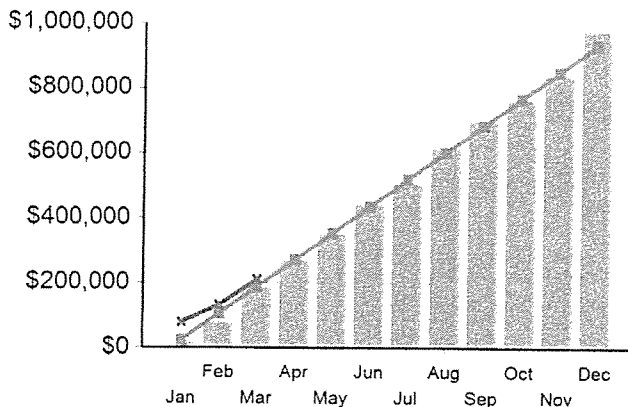
Property Maintenance



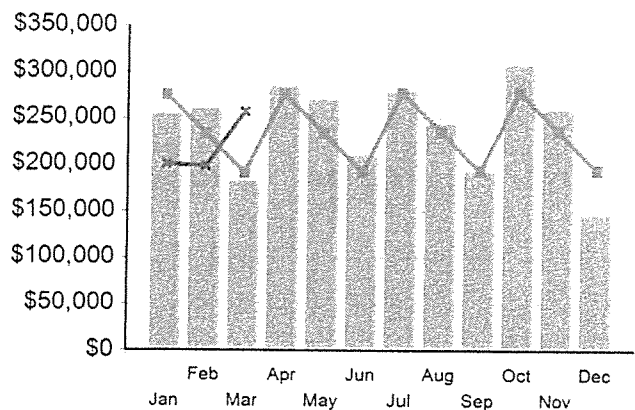
Learning Resources



Total Operating Expenditure



Working Capital less Term Cyclical Maintenance

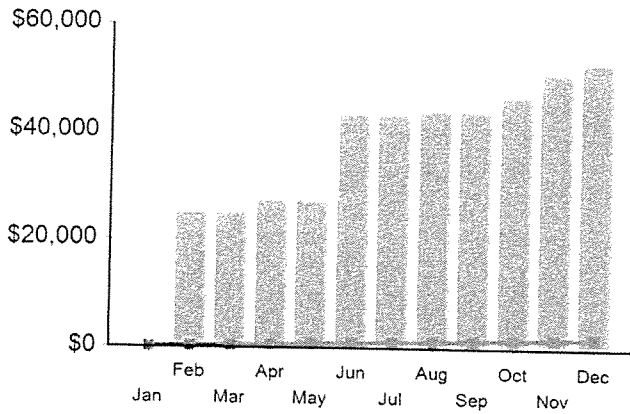


2016 Actual
 2017 Budget
 2017 Actual

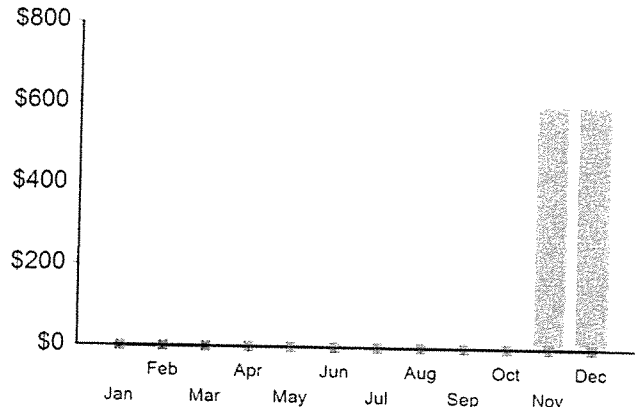
Graphical Analysis 31 March 2017

Overview

Capital Purchases

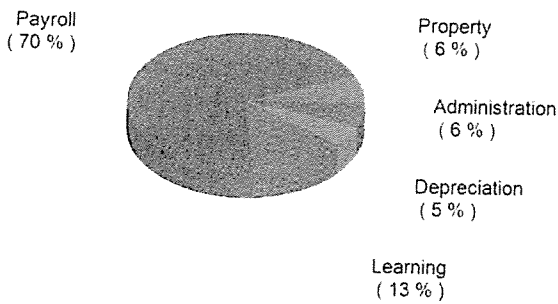


Lease & Loan Payments

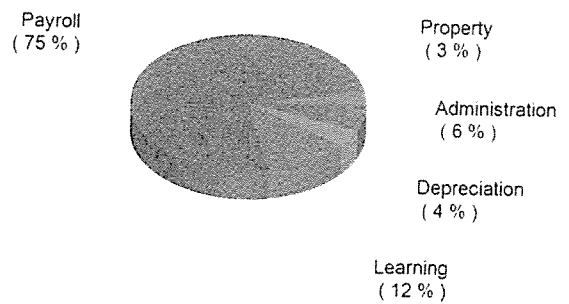


2017 Budget
 2017 Actual
 2016 Actual

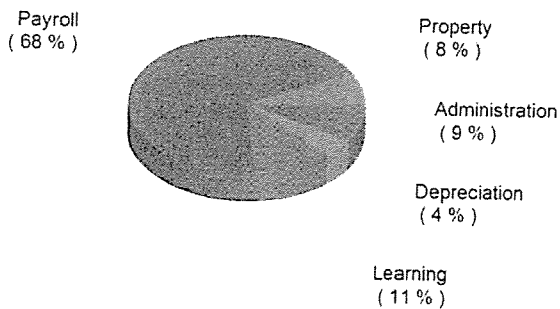
Last Year To Date



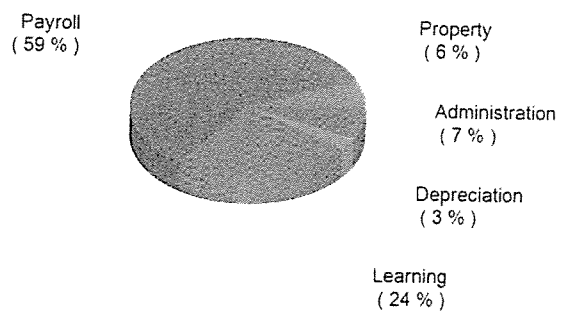
Last Year Actual



Year To Date



Budget



* Payroll includes only those costs coded to the 1400, 2500 or 3400 code ranges.

Koraunui School



Income Statement 31 March 2017

Summary

2016		Description	Code	Month	2017			
YTD	Year				YTD	Budget	Variance	%
Income								
174,627	694,235	Government Grants		6,546	156,548	680,002	(523,453)	23
269	5,942	Investment Income		263	910	4,000	(3,090)	23
30,348	89,880	Fundraising		113,699	114,609	107,000	7,609	107
24,847	100,107	Activities		(476)	118	3,500	(3,382)	3
4,017	(8,905)	Extra-Curricular Activities		(2,236)	(2,548)	0	(2,547)	0
4,746	(10,939)	Camps And Trips		1,781	(566)	0	(566)	0
34	1,206	Stationery Surplus / (Deficit)		544	4,565	1,300	3,265	351
\$238,888	\$871,526	Total Income		\$120,121	\$273,637	\$795,802	(\$522,165)	34%

Administration

645	4,408	Communication Expenses		276	606	4,250	3,644	14
805	8,785	Board Of Trustee Expenses		592	985	6,400	5,415	15
(3,240)	4,870	Audit Costs		0	0	5,350	5,350	0
2,870	7,554	Consumables		244	3,234	6,450	3,216	50
17,263	101,174	Staff Expenses		8,986	18,684	87,761	69,077	21
6,295	20,890	General		1,180	9,233	29,714	20,482	31
1,200	4,800	Operating Leases		400	1,200	5,800	4,600	21
\$25,838	\$152,481			\$11,678	\$33,942	\$145,725	\$111,784	23%

Property Maintenance

1,320	8,519	Cleaning & Sanitation		516	1,307	7,600	6,293	17
2,346	17,023	Energy		1,031	4,106	14,488	10,382	28
225	1,594	Rates		0	0	1,300	1,300	0
324	935	Grounds		0	984	1,500	517	66
1,607	12,763	Repairs & Maintenance		637	4,486	10,430	5,943	43
15,013	71,357	Staff Wages		6,248	18,876	69,294	50,418	27
3,900	(16,541)	Cyclical Maintenance		0	2,780	15,500	12,720	18
\$24,737	\$95,651			\$8,432	\$32,539	\$120,112	\$87,573	27%

Depreciation

7,500	32,396	Depreciation	2910	2,603	7,618	22,500	14,882	34
\$7,500	\$32,396			\$2,603	\$7,618	\$22,500	\$14,882	34%

Koraunui School



Income Statement 31 March 2017

Summary

2016		Description	Code	Month	YTD	2017		
YTD	Year					Budget	Variance	%
Learning Resources								
3,984	14,088	Professional Development		0	2,431	29,131	26,700	8
1,771	5,617	Library		48	2,332	950	(1,381)	245
4,199	29,199	Teaching Resources		2,507	3,453	16,250	12,796	21
73,708	428,706	Personnel		39,859	83,329	310,272	226,945	27
7,747	32,769	Information And Communication Technol		2,500	7,978	33,448	25,470	24
0	0	Prime Minister's Award		0	0	100,000	100,000	0
2,247	10,882	Operating Leases		0	1,798	12,500	10,702	14
0	1,058	Extra Activities		834	1,065	0	(1,066)	0
\$93,654	\$522,319			\$45,748	\$102,386	\$502,551	\$400,166	20%
Other Accounts								
(14,432)	(3,579)	Kcc Before/After/Holiday		(4,442)	(5,795)	(22,354)	(16,558)	26
(\$14,432)	(\$3,579)			(\$4,442)	(\$5,795)	(\$22,354)	(\$16,558)	26%
\$137,297	\$799,268	Total Expenditure		\$64,018	\$170,690	\$768,534	\$597,844	22%
\$101,591	\$72,258	Net Surplus / (Deficit)		\$56,103	\$102,948	\$27,268	\$75,680	
Other Outgoing Cash								
24,973	52,962	Capital Items - Cash Additions		0	303	2,000	1,697	15%
0	603	Lease/Loan Payments		0	0	0	0	0%
0	1,500	Cyclical Maintenance		0	22,917	0	(22,917)	0%
\$24,973	\$55,065			\$0	\$23,220	\$2,000	(\$21,220)	

Koraunui School

Balance Sheet 31 March 2017

Summary

2016		Description	Code	2017
March	December			March
Current Assets				
0	215,403	ASB 12-3478-0015483-00		
5,209	5,745	KPG 467-00	9000	273,297
69,467	0	Westpac TDP #1	9005	5,748
54,392	0	Westpac TDP #2	9010	0
16,358	76,992	Westpac 211-00	9011	0
225,993	2,405	Westpac 211-25	9015	84,858
250	650	Petty Cash	9016	5,730
118	3,325	Accounts Receivable	9029	650
0	6,685	Prepayments	9115	0
(2,219)	2,866	Goods and Services Tax	9117	0
\$369,568	\$314,071			1,649
				\$371,932
Current Liabilities				
18,565	11,722	Leave Accrual	9314	11,722
16,802	0	Staff Banking Overuse	9317	0
0	5,600	Accrued Audit Fee	9319	3,772
0	2,500	Revenue Rec In Adv	9321	2,500
25,125	23,625	Cyclical Maintenance Provision	9329	708
0	2,544	TRL Leases	9345	2,544
6,565	14,160	Accounts Payable		0
4,382	2,079	MOE Funded Projects		2,079
44,114	41,516	Hippy		22,651
(7,322)	3,503	Funds Held In Advance		6,093
\$108,231	\$107,249			\$52,069
Working Capital				
\$261,337	\$206,822			\$319,863
Non-Current Assets				
108,188	119,431	Fixed Assets		112,116
\$108,188	\$119,431			\$112,116
Non-Current Liabilities				
78,741	59,800	Cyclical Maintenance Provision	9429	62,580
0	5,002	TRL Leases	9445	5,002
\$78,741	\$64,802			\$67,582
Net Assets				
\$290,784	\$261,451			\$364,397
Public Equity				
189,193	189,193	Public Equity At The Start Of The Year	9500	261,449
101,591	72,258	Net Surplus / (Deficit)		102,948
\$290,784	\$261,451			\$364,397

Dianne Wright

From: Rachel deLima-Brinkley
Sent: Sunday, 30 April 2017 3:49 p.m.
To: Dianne Wright
Subject: Fwd: Ministry Bulletin for School Leaders | He Pitopito Kōrero Issue 69

For printing

From: Iona Holsted - Secretary for Education <bulletin@education.govt.nz>
Sent: Thursday, April 13, 2017 8:08 AM
Subject: Ministry Bulletin for School Leaders | He Pitopito Kōrero Issue 69
To: Rachel deLima-Brinkley <rachel.delima-brinkley@koraunui.school.nz>

[Please click here to view the PDF version](#)



ISSUE No. 69 | 13 APRIL 2017

Ministry Bulletin for

SCHOOL LEADERS

He Pitopito Kōrero

Critical need to know and action

As mentioned in [issue 67 \[PDF\]](#) we've provided guidance to reduce the amount of duplicate **police vet** requests and more information about police vetting cost recovery.[Read more...](#)

This week, the **Education Council** started its latest round of consultation with teachers and unions on proposed changes to fees for practising certificates. The Council has created [a dedicated webpage](#) to support the consultation, which runs until **5 May**.[Read more...](#)

FEEDBACK

Send us your feedback, comments or questions »

CONTACT IONA HOLSTED

Send a message directly to Iona Holsted

Heads up

The nominated person for **schools that applied to Round 3 of the Teacher-led Innovation Fund** will receive a letter via email during week of 18 April advising if the school's proposal has been shortlisted. Any queries re the process can be emailed to Teacherled.Innovfund@education.govt.nz

Bullying-free NZ Week 22-26 May: activity packs, posters, competition and Pink Shirt Day. [Read more...](#)

The Ministry of Health asks if you could complete this [very short survey](#) to see how New Zealanders would feel about **sharing when they feel ill on social media**. Students, colleagues and whānau can also complete the survey.

We are working with NZQA on the Digital Technologies | Hangarau Matihiko. A trial of NCEA Level 1 achievement standards and assessment resources will take place in term 3. [Read more...](#)

We are keeping the teacher vacancy survey open for one more week. If you have any questions or need a link to the survey [please email us](#) (schools with secondary year levels have provided a particularly useful picture of the number of FTTE (full time teacher equivalent per subject)).

Worksafe New Zealand has completed its investigation into the incident during St Kentigern College's production of Sweeney Todd. [Read more...](#)

Communities of Learning | Kāhui Ako are gaining momentum. Read the [latest announcement](#) and see the [updated map of Kāhui Ako across the country \[PDF\]](#)

General Information

There are no general information items this issue.

Ministry key dates' calendar

Regional News

» Tai Tokerau

[Update from Hira Gage](#)

» Auckland

[Update from Isabel Evans](#)

» Waikato

[Update from Paula Rawiri](#)

» Bay of Plenty, Waiariki

[Update from Ezra Schuster](#)

» Taranaki, Whanganui, Manawatu

[Update from Jann Marshall](#)

» Hawke's Bay, Tairāwhiti

[Update from Roy Sye](#)

» Wellington

[Update from Suze Strowger](#)

» Nelson, Marlborough, West Coast

[Update from Erika Ross](#)

» Canterbury

[Update from Coralanne Child](#)

» [Otago, Southland](#)

[Update from Julie Anderson](#)

Events

- » 20-22 APR [National Agribusiness Conference, Hamilton](#)
 - » 26-28 APR [20th Annual NZACE Conference, Queenstown](#)
 - » 5-6 MAY [Independent School NZ 25th Annual Conference, Auckland](#)
 - » 8-14 MAY [New Zealand Sign Language week](#)
 - » 22-26 MAY [Bullying-free NZ Week](#)
 - » 29 MAY-4 JUN [Samoan Language Week](#)
 - » 8-9 JUN [EduTech Expo and Congress, Sydney](#)
 - » 15-16 JUN [19th International Conference on Teacher Education, Canada](#)
 - » 8-9 JUL [Learning Disabilities Association of NZ Conference and AGM, Palmerston North](#)
 - » 14-16 JUL [NZSTA 28th Annual Conference, Dunedin](#)
 - » 19-22 SEP [NZ Principals' Federation Annual Conference, Queenstown](#)**New**
-

Ministry Newsletters

- » [All Ministry newsletters](#)
-

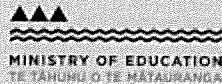
Education Websites

» [Education-related websites](#)

EL Bulletin

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newzealand.govt.nz

Dogs at school policy

Dogs are an important part of life for many whanau including everyday activities such as walking children to and from school. Keeping pets and gaining experience around dogs and other animals at school can also stimulate learning and help build life skills.

Alongside these benefits, the Board must ensure that our school is a safe environment for all pupils, staff and visitors. This includes ensuring that any dogs at school do not cause stress or fear to any pupil, member of staff or visitor.

As part of achieving a balance between these competing considerations the Board has implemented the following rules to ensure that any dogs at school are there for a necessary reason and are appropriately managed. The rules apply during school hours (8am – 4pm on school days):

- dogs are only allowed at school if there is a need for them to be there and this has been agreed to by the Principal;
- dogs that are walked to school must be tied up at the "Pooch Park" behind Room X; and
- any dog at school must be on a lead at all times and the lead must be held by an adult.

Additional controls as part of this policy are:

- If a dog is brought to school for a child to show their class, the adult in charge of the dog does so with an absolute understanding that their dog has no issues around people, particularly children, has never displayed any aggression towards people, particularly children, and that they believe the dog is fully trustworthy in a school environment.
- If a dog bites any member of the Koraunui Community (child or adult) while on the way to school, from school or while at school, the Principal will request the Dog Control Officer put the dog down.
- Any dog that is at school during school hours without the permission of the Principal, and has no owner who is easily contactable, will be collected by the Dog Control Officer.
- Guide dogs and service dogs are always welcome at school provided they are on a lead which is held by an adult.

The Board will periodically review this policy to ensure it is continuing to provide an appropriate balance between the need to provide a safe school environment and the positive learning and social skills fostered by having contact with dogs. Any review may include consideration of implementing restrictions outside of school hours.

Last updated: April 2017

