

Koraunui School BoT Meeting Minutes 6/12/17

Open: Karakia timatanga 7.15pm

1.1 Present: Rachel, Craig, Liz Gibb, Gillian, Vera, Chris, Shane, Di (7.35pm)

1.2 Apologies: Dave, Eli

1.3 Confirmation of previous minutes: Move that the minutes are true and correct. Moved/
Seconded: Rachel/Shane Approved

1.4 Correspondence:

- **OIA request from David Radich:** Sent to 800 schools around the country. Questions are too specific making some staff members identifiable. Questionnaire distributed and gone over thoroughly.
- **NZSTA response to David Radich x2:** Email distributed and gone over thoroughly.
- **Trevor Deed, Deloitte re: annual audit:** Email distributed and gone over thoroughly.
- **COL Stewardship group (to be discussed at 2.1.5)**
- **Enviroschools contract (to be discussed at 2.1.6):** Email distributed and gone over thoroughly. BoT advised that we will be trying to achieve silver level in Enviroschools.
- **NZSTA "School Pass":** Document distributed and gone over thoroughly. An alternative way to go over Health and Safety practices with new contractors.

1.5 Presentation: Whaea Liz addressed the BoT regarding her study leave. Thanks to the BoT for allowing her to take up this opportunity. This was a heavily Te Reo based course. She was a solid "A" student and found the experience and knowledge gleaned to be very helpful as a person and a teacher.

2. Strategic Decisions and Discussions

2.1 Strategic decisions

2.1.1 Policy review framework

- Restraint draft policy
- BoT checklist (Rachel has list)
- Governance policy
- Risk Management
- Workplace training and information
- H&S processes

Move that the policies be ratified. Moved/ Seconded: Rachel/Craig Actioned

2.1.2 ERO follow up – waiting for draft report. Will need the Board to review it when it arrives before first 2018 board meeting.

2.1.3 Policies for ratification: As at 2.1.1. Still have others to be worked on.

2.1.4 Dogs at school policy: As of the first day of term 2018, the new dog policy will be in effect. This will be advertised on the school website and newsletter.

2.1.5 COL

2.1.5.1 Stewardship group: Documents distributed and gone over thoroughly. Expressions of interest are being accepted now. It would be good to have a representative from Stokes Valley. They are hoping to have two representatives from each COL. Chris is considering taking up this role pending further information.

2.1.5.2 COL MOA: Document distributed and gone over thoroughly. Move that the memorandum of agreement be signed. Moved/ Seconded: Rachel/Gillian Approved

2.1.6 Staff gift policy: Gifts and afternoon tea for parent helpers etc. should be budgeted, rather than staff paying out of their own pockets.

Established a policy of \$10 per year of service contributed by the BoT (discretionary) which will be ratified next year.

In recognition of the group of staff leaving at the end of this year, a sum of money will be contributed by the board. Move that the Board contribute \$400 to the parent helper evening. Moved/ Seconded: Rachel/Di

3 Monitoring

3.1 Principal's Report: Distributed and gone over thoroughly.

3.2 Finance

3.2.1 End of month report for October: To be emailed and will be approved pending Dave's perusal. Cyclical maintenance will likely feature this month.

3.2.2 Resolution for grants - none

3.2.3 Photocopier: Not renewing our current contract. Require a new machine for next year.

3.2.5 PM Science Awards funding: Requests for lab in a box and a loose parts section of the playground with its own water source Board requested this in writing with details required as per form.

3.2.6 BoT payments: Move that finance officer is given approval to process the Board payments. Moved/ Seconded: Rachel/Craig

3.3 Property – Fencing is now within budget and Di will followup next steps

3.4 Health and safety

3.4.1 Playground progress

Bark has been distributed.

Juno's will be removing the Geenasium remnants.

3.4.2 Onsite injury investigation

Worksafe consulted re: staff injury. All relevant processes followed. Investigation closed with no fault by the school.

Student injured at camp. School processes were followed and the family are happy about how the situation was handled. Facility investigating also.

3.6 Curriculum: To be emailed out to BoT members

Pasifika class: The trial class will continue & children who might benefit from this class have been identified. Parents are being consulted about the inclusion in this class. Data will continue to be tracked next year. At this stage there will be approximately 28 children on the roll. Di and/or Luana to present data to the BoT early next year.

4. Other items

4.1 Pasifika Umu: RAMS done, fire brigade has been consulted and neighbours will be notified.

5. In Committee (9.30pm)

Moved that the public be excluded from the following part/s of the proceedings of this meeting namely agenda items 5. 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. The grounds are that the matter is one of:

- personnel and the reason is to protect the privacy of the individual/s. (5.1)
 - 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. (5.2/3/4/5)

Moved/ Seconded: Rachel/Craig

Moved out of committee at 10.30pm.

6.1 Next Meeting: First Wednesday in February. Pending discussions with Dave.

Noted: Emergency contacts: Over the holiday period not all staff will be available. Information will be provided about key contacts.

Thank you to Di, Gillian and Teresa for all that they have done this year. We appreciate you!

Karakia whakamutunga: Meeting closed 10.44pm

Approved 7th Feb 2018

A handwritten signature in blue ink, appearing to be 'R. G. G.', is located below the approval text.