

<p style="text-align: center;">Board of Trustees Meeting Minutes – DATE: 14 March 2018</p>	<p style="text-align: center;">Action points</p>
<p>Open: Karakia Timatanga: 7.30pm</p>	
<p><u>1. Administration</u></p> <p>1.1 Present: Gillian, Diane, Craig, Vera, Rachel, Chris, Dave, Shane</p> <p>1.2 No apologies</p> <p>1.3</p> <p style="padding-left: 40px;">Motion: to grant speaking rights to Dianne Wright as she is here as Deputy Principal and so will have relevant contributions to this meeting, including in-committee items. Moved/Seconded: Rachel/Shane</p> <p style="padding-left: 40px;">Motion to add the following documents to the agenda – Resolutions for grants. Moved/Seconded: Rachel/ Gillian</p> <p style="padding-left: 40px;">Move to table a new document – Restraints policy guidelines as discussed at policy review committee meeting on 13/3/18, for approval and ratification. Moved /seconded: Rachel /Dave (To be discussed at 2.1.2)</p> <p>1.4 Confirmation of previous minutes:</p> <p style="padding-left: 40px;">Move that the previous minutes are true and correct. Moved/Seconded: Rachel/Chris</p> <p>1.5 Correspondence – NZEI, Community of Learning Correspondence:</p> <p style="padding-left: 40px;">Documents distributed and gone over thoroughly. No major issues to report.</p> <p style="padding-left: 40px;">Move to add correspondence from Trentham School to the meeting. Moved/Seconded:</p>	

Rachel/Gillian	
<p><u>2. Strategic Decisions & Discussions</u></p> <p>2.1 Strategic decisions made if required</p> <p>2.1.1 Policy review framework: Verbal report from Policy Review committee. Policy review committee has reviewed this document and updated the framework. Policies and guidelines on complaints, restraints and behaviour communication are to be updated further. Need to look further into the alcohol and drug abuse policies. Agreements made re: finance delegations.</p> <p>2.1.2 Policies for ratification Final version of Restraints policy distributed and gone over thoroughly. Move that the Restraints policy now be approved. Moved/Seconded: Rachel/Shane</p> <p>2.1.3 COL: Dave reported back on recent meeting. Taking the process slowly as historically rushing things has not ended well in other CoL's. An app was presented that ties in children's achievement level and demographic, but most schools were against using this until privacy concerns were addressed.</p> <p>2.1.4 ERO Report: Is now public. A summary was also sent out with the school newsletter. We are still waiting to hear about the ERO workshop we are taking part in.</p> <p>2.1.5 Enrolment Scheme: Consultation: One parent queried the street selection and another queried a sibling's enrolment (live out of zone). Will need to meet with the other schools re: ballot availability/timeline processes.</p> <p>2.1.6 Board by-election: Drafted and awaiting distribution. Returning officer has been identified.</p> <p>2.1.7 NZSTA – need to update new board member details.</p>	<p>2.1.1 Dianne to lead development of these and present back at next meeting</p> <p>2.1.5 Dave to meet with other schools</p> <p>2.1.7 Rachel to send out link</p>
<u>3. Monitoring</u>	

3.1 Principal's Report: Documents distributed and gone over thoroughly.

Currently trying to resolve eTap issues.

Behavioural issues with a few of the children have made it a rocky start to the year. A whole school referral to the RTLB service has been sent to get clarification around what we are doing well and where we can make improvements.

Contrary to public opinion, the vast majority of children causing trouble at the Koraunui hub are not our students.

Mentoring program for students - will begin next term with some students.

3.2 Finance

3.2.1 End of month reports for February 2018: Documents distributed and gone over thoroughly.

Recoding required on Page 3.

Move that the February reports be approved pending recoding. Moved/Seconded: Rachel/Gillian

3.2.2 2018 Budget (included in February financial report) Presented at the last BoT meeting. Move that the 2018 budget be approved. Moved/Seconded: Rachel/Shane

3.2.3 Photocopier: Obtained three quotes. Have decided to go with Canon. Should be resolved sometime this term.

3.2.4 A donation of \$500 has been received from a member of the community. The school and BoT are very grateful for her generosity.

3.2.5 Four Winds: removal of old playground \$10,000

Infinity Foundation: New playground and repairs to old playground \$34,000

Pub Charity: Bark for playground \$2,500

3.2.4 Rachel to draft letter of thanks

Move that we approve these three grants for the amounts and items stated. Moved/ seconded:

Rachel/Dave

3.3 Property

3.3.1 Property Report: Distributed and gone over thoroughly.

Dave met with our school MoE advisor and the MoE Project Delivery Manager about the asphalt issues identified at our school. They are following up about this and investigating into pricing and remediation work.

Quotes are coming in for asbestos survey and the installation of security cameras.

Swimming pool maintenance will also be underway soon.

3.3.2 External Painting work for Kauri Block to be scheduled

3.4 Health and Safety: E-tap report distributed and gone over thoroughly.

Two injuries were investigated and cleared as simple falls onto safety matting.

3.5 IT – no items

3.5.1 eTap - being updated

3.6 Curriculum – no items

3.7 Personnel – discussed in committee

4. Other items

4.1 Polyfest - Resolution for grants – Polyfest

Move that the 17 resolutions of varying amounts totalling in excess of \$25,000 plus sponsorship

<p>requests to be negotiated be approved. Individual amounts discussed at meeting and to be included with approved minutes. Moved/ Seconded: Rachel/Dave</p>	
<p><u>5. In-committee item</u></p> <p>Move that the public be excluded from the following part/s of the proceedings of this meeting namely all agenda item 5. The grounds are that the matter is one of:</p> <ul style="list-style-type: none"> • 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. <p>Moved / Seconded: Rachel/Gillian</p> <p>Move that we discuss an additional issue in committee item in relation to a complaint to Ministry of Education. Moved/ seconded: Rachel/ Dave</p> <p>Move out of committee at 9.28pm.</p>	
<p><u>6. Meeting Closure</u></p> <p>6.1 Identify Agenda Items for Next Meeting IT follow up. Timetable of BoT actions. Camera quotes Asbestos quotes Policy Document</p>	
<p>Karakia whakamutunga: Meeting closed 9.29_pm</p>	
<p>Note 1: Correspondence is listed on the back of the agenda Note 2: List of current delegations attached to agenda</p>	

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

Associated meeting reports:

NOTE 1:

NOTE 2:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Vera

Curriculum: Gillian, Dave, Rachel

Property: Shane / Chris

Finance: Chris/ Dave R (TBC)