

Board of Trustees Meeting Agenda – 18 October 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 Confirmation of previous minutes</p> <p>1.4 Correspondence</p>		
<p><u>2. Strategic Decisions & Discussions</u></p> <p>2.1 Strategic decisions made if required</p> <p>2.1.1 Policy review framework</p> <p>2.1.2 Board vacancy update</p> <p>2.1.3 ERO</p>	Operational /Governance Policy	
<p><u>3. Monitoring</u></p> <p>3.1 Principal's Report</p> <p>3.2 Finance</p> <p>3.2.1 End of month reports for August</p> <p>3.2.2 Resolution for grants</p> <p>3.3 Property</p> <p>3.3.1 Front entrance progress</p> <p>3.3.2 Block 2 heating and hot water</p> <p>3.4 Health and Safety</p> <p>3.4.1 Behaviour management</p> <p>3.5 IT</p> <p>3.6 Curriculum</p> <p>3.6.1 Maori achievement data</p> <p>3.7 Personnel</p>		
<u>4. Other items</u>		
<p><u>5. In-committee items</u></p> <p>5.1 Request from insurance company for information</p>		
<p><u>7. Meeting Closure</u></p> <p>6.1 Identify Agenda Items for Next Meeting</p>		
Karakia whakamutunga: Meeting closed _____pm		
<p>Note 1: Correspondence is listed on the back of the agenda</p> <p>Note 2: List of current delegations attached to agenda</p>		

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

Associated meeting reports:

Correspondence (1.4)
Principal's report (3.1)
August finance report (3.2.1)

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: Eli, Vera

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave

Open: **Karakia Timatanga**

2. Administration

- 2.1 Present - Dianne, Rachel, Vera, Shane, Gillian, Craig (via Phone)
- 2.2 Apologies – Eli, Dave
- 2.3 Confirmation of previous minutes – noted Principals report was not included. Move that the minutes for the previous meeting are true and correct. Rachel/ Shane:
Approved
- 2.4 Correspondence
Letter from parent re board vacancy process. Rachel replied , parent is satisfied.

2. Strategic Decisions & Discussions

- 2.1 Strategic decisions made if required
 - 2.1.1 Policy review framework – to be brought to next meeting
 - 2.1.2 Board vacancy update – Notification went out prematurely. No requests for abi-election. Chris Miller recommended as selected Board Member. Move to elect Chris Miller to the Board of Trustees. Rachel/ Craig – Approved unanimously. Rachel to contact Chris.
 - 2.1.3 Col – Chairs meeting Information to be sent out soon regarding setting achievement challenges. There is a definite change in how people are thinking. CoL needs a steering group and a larger stewardship group. Membership will be opened up to the BoT members. Self-nomination is fine. CoL newsletter will be forwarded to the BoT.

3. Monitoring

- 3.1 Principal's Report – distributed and gone over thoroughly. Points to note – Whanau syndicate now has a name – will be properly announced. PB4L met every tier and continues to go well/ moved on to tier 2. BioBlitz coming up in November.
- 3.2 Finance
 - 3.2.1 End of month reports for July – on track except for property issues. Need got look at term deposits. Moved to accept the finance report pending Dave's approval Rachel/ Vera Approved.
 - 3.2.2 Resolution for grants
- 3.3 Property
 - 3.3.1 Front entrance progress – as per principals report
 - 3.3.2 Block 2 heating and hot water – as per principals report
- 3.4 Health and Safety
 - 3.4.1 Behaviour management discussed in light of student and staff safety.
- 3.5 IT
 - 3.5.1 Report from Craig from IT workshop. – workshop needs to be scheduled.
- 3.6 Curriculum
 - 3.6.1 Maori achievement data – carried over to next meeting.

<p>3.6.2 Tapasa-Pasifika Cultural competencies https://education.govt.nz/ministry-of-education/consultations-and-reviews/tapasa/ Rachel to ask Eli for her thoughts on this document.</p> <p>3.6.3 Draft Digital Technologies curriculum https://education.govt.nz/ministry-of-education/consultations-and-reviews/digital-technology-consultation/ -discussed in conjunction with 3.5.1</p> <p>3.6.4 PB4L – school wide evaluation – as per principals report</p> <p>3.7 Personnel</p> <p>3.7.1 Prinicpal Appointment – Dave Lamont appointed, pre-Term 1 start details to be confirmed, he will begin handover with Di in Term 4.</p> <p>3.7.2 Staffing updates</p>		
<p>4. <u>Other items</u></p>		
<p>5. <u>In-committee items</u></p> <p>Motion: that the public be excluded from the following part/s of the proceedings of this meeting namely agenda item as below. The grounds are that the matter is one of: (5.1 - 5.7) 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. (5. 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.</p>		
<p>7. <u>Meeting Closure</u></p> <p>6.1 Identify Agenda Items for Next Meeting – achievement data, policy review</p>		
<p>Karakia whakamutunga: Meeting closed 9 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 online , or in the school office during normal school hours.

Associated meeting reports:

Correspondence (1.4)
- email from family member re seletion process or casual vacancy
Principal's report (3.1)
July finance report (3.2.1)
Links attached for 3.6.3 and 6.3.2 due to their size
In-committee documentation is not available for public viewing (5)

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: Eli, Vera

Curriculum: Eli, Gillian

Property: Shane

Finance: Dave



Vanessa Powell <Vanessa.Powell@ero.govt.nz>

Tue 26/09, 2:59 p.m.

principal@koraunui.school.nz; Rachel deLima-Brinkley



↻ Reply all | ▾

Blocked content will be shown while this message is open.

You forwarded this message on 26/09/17 3:38 p.m.

Tēnā korua

Koraunui School (2100)

This letter is to let you know that we will be visiting your school next term to do an external evaluation. Our team will be in your school in the week beginning 13 November 2017. We look forward to meeting with you, your principal, staff and students.

The review co-ordinator will be in touch with your principal before the external evaluation and will answer any questions you have.

Approach

The purpose of internal and external evaluation is to improve education outcomes and to ensure that school trustees and staff are accountable for their stewardship. ERO and the Ministry of Education have developed a guide to using internal evaluation called [Effective School Evaluation](#). This resource outlines what effective internal evaluation is, what it involves, and how to do it well. The indicators and other information about evaluation [processes](#) can be found on our website.

ERO will use the [School Evaluation Indicators: Effective Practice for Improvement and Learner Success](#), as the framework for the external evaluations.

Before the evaluation starts on-site

In preparation for our visit, please complete and send the following documents to ERO Wellington (P O Box 27002, Marion Square, Wellington 6140) by 26 October 2017

- [Board Assurance Statement and Self-Audit Checklists](#) and the [Hostel Assurance Statement and Self-Audit Checklist](#) if your school has a hostel.
- [International Student School Assurance Statement](#) if your school is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2016.
- The two most recent reports to the board about students' progress and achievement.
- The staff list showing responsibilities, teacher registration details, status, and expiry date of practising certificates. On behalf of the Education Council, ERO will audit the endorsements for certification the professional leader has made in the 12 months prior to our visit. [More information on the Education Council Audit](#).

Please also reflect on the questions from "[getting the most out of external evaluation](#)" which are taken from the internal evaluation resource, *Effective School Evaluation* referred above. Your reflection on these questions will provide the starting point for a conversation between you or your nominee, your principal and the ERO team on the first day on-site.

The evaluation on-site

The first thing that the team will do on day one of the on-site phase is confirm that you are aware of the contents of this note and will also finalise arrangements for on-site meetings.

As the team will be on-site for a few days, they will need to be advised of your health and safety policies so that these can be followed in the event of an emergency. Please make this information available at the beginning of the visit.

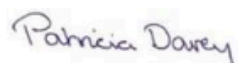
Expectations of Review Officers

As public servants, all ERO staff are bound by [standards of Integrity and Conduct](#). These require ERO staff to be fair, impartial, responsible and trustworthy. Similarly, we expect that schools will work with ERO in an open, transparent way, participating in discussions, sharing information about their school freely for the purpose of the external evaluation, and using ERO's findings to bring about ongoing improvements that benefit children.

Contact details for each regional office can be found on our website. As the Review Services Manager, I am your next point of contact after your review co-ordinator if you have any questions or concerns about the process.

We look forward to working with you.

Nāku noa



Patricia Davey

Review Services Manager

Education Review Office | Te Tari Arotake Mātauranga

M 027 437 9587 | DDI 64 4 9035674

Legal House, 101 Lambton Quay, Box 27002, Wellington 6141, New Zealand

patricia.davey@ero.govt.nz

Ko te Tamaiti te Pūtake o te Kaupapa

The Child - the Heart of the Matter



Paula Cull <pcull@nzsta.org.nz>

Thu 28/09, 11:19 a.m.

Rachel deLima-Brinkley



Reply all

Kia ora Rachel

Hope things are well with you. I am just checking to see how you're going with the principal appointment. Hopefully you're near the end of this process.

Also as we approach the last term, I wanted to see if you have set a date for the Policy review with Tricia yet? The reason I ask is, we need to have all PD plans completed by the end of the year so I need to know if you are planning to complete that workshop next term or if you want to hold till term 1 2018. I need to be able to finalise budget spend for this year, hence the follow-up.

Lastly, I have looked into the trustee details on our Database, as stated below.

Edit	David Robinson	Trustee	Co-Opted Trustee
Edit	Craig Press	Trustee	Elected Parent Representative
Edit	Zhiyi Vera Xu	Trustee	Co-Opted Trustee
Edit	Gillian McPeake	Trustee	Staff Representative
Edit	Rachel de Lima-Brinkley	Chair	Elected Parent Representative

Edit	Dianne Wright	Principal	Acting Principal
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I need to know if these are correct, and if not get the correct ones. The reason is, as they stand like this your board isn't legal (you have the same number of elected parent reps as Co-opted which you can't have) and I notice you have 5 parent rep positions. Sometimes the Returning Officer forgets to update this information, no biggy we can get it updated now.

Can you let me know the correct trustee details or if easier just complete the appendix 2 from our website.

Thanks heaps, look forward to hearing back from you shortly.

Kind regards

Paula Cull
Regional Governance Adviser
Central South

New Zealand School Trustees Association
Te Whakaroputanga Kaitiaki Kura o Aotearoa
Level 8, 142 Lambton Quay
PO Box 5123, Lambton Quay
Wellington 6140

Email: pcull@nzsta.org.nz | www.nzsta.org.nz
Mobile: 021 599-293

10YPP and Property 101 Workshops



Brooke Evatt <Brooke.Evatt@education.govt.nz>

Wed 27/09, 8:40 a.m.

N Worboys <principal@wainuiomata.school.nz>; +76 more



Reply all | v

Kia ora,

The Central South Regional Infrastructure Advisory Services are planning a series of workshops to provide information to schools on managing property. Two separate workshops are planned - "Property 101" and "10 Year Property Planning."

We encourage Principals, Board of Trustee Chairs and any other school staff and Board Representatives who are involved in planning for and managing school property to attend these sessions. The Workshops are being scheduled at several venues throughout the region.

The **10 Year Property Planning Workshops** are especially recommended to those schools entering a new round of 5YA funding. We will provide an overview of how the 10YPP fits into the overall process of school planning and project management. We will share information on the Ministry's policies and priorities on how boards should manage school property, and how funding is provided.

The **Property 101 Workshops** are an opportunity for new Principals and Board members to gain an understanding of the roles, responsibilities and policies for managing school property. The workshop will cover a broad range of information so there will also likely be updates and information that will benefit experienced Principals and representatives.

The workshops are proposed to be held late afternoon / early evening on the following dates.

Running time for the sessions is about an hour with time for questions. A further invitation email will be sent to schools in each area as times and venues are finalised.

If you are unable to attend the workshop closest to your school, you may choose to attend at another location. Please reply by email to brooke.evatt@education.govt.nz to register an interest in attending one of workshops outside your area and we will include you in the email invitation for that venue.

Location	10YPP	Property 101
Lower Hutt	14 November	16 November
Wellington	25 October	
New Plymouth	1 November	15 November
Palmerston North	9 November	21 November
Whanganui	8 November	22 November
Masterton		2 November

Porirua

19 October

Shelley Govier | School Property Advisor | Education Infrastructure Service
DDI +6444394647 Mobile 0275753507
19 Market Grove, Lower Hutt

[education.govt.nz](https://www.education.govt.nz) | [Follow us on Twitter: @EducationGovtNZ](https://twitter.com/EducationGovtNZ)

We get the job done *Ka oti i a mātou ngā mahi*

We are respectful, we listen, we learn *He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou*

We back ourselves and others to win *Ka manawanui ki a mātou, me ētahi ake kia wīkitoria*

We work together for maximum impact *Ka mahi ngātahi mō te tūkinga nui tonu*

Great results are our bottom line *Ko ngā huanga tino pai ā mātou whāinga mutunga*