



**MINUTES OF MEETING
BOARD OF TRUSTEES**

DRAFT

**Tuesday 18 February 2020
Meeting opened: 6pm**

PRESENT

Francesca Brown (Chairperson), Stuart Cameron (Principal), Giarne Harrison, Anita Head (Staff Representative), Natasha Buckby, Rob Dixon, Rob Naysmith, Shaun Perrin

Apologies: Ged Robinson

Guests: None

1. ADMINISTRATION

- a. **Karakia, Welcome and apologies**
- b. **Previous Minutes**

The Board approve the minutes of the previous meeting held on 10 December 2019.

Moved Natasha **Seconded** Rob D **Approved** ✓

The Board approve the public excluded minutes of the previous meeting held on 10 December 2019.

Moved Shaun **Seconded** Rob D **Approved** ✓

Administration

i. Admin items for discussion:

Set dates for BOT events:

Alternate with the PTA for staff termly morning teas

Board to cater Term 1 & 3 Thursday 9 April, Thursday 24 September - BOT

PTA to cater Term 2 & 4 (dates to be advised)

ii. Actions from Previous Meeting:

MATTERS ARISING / ACTION SHEET FROM THE MEETING ON 10 DECEMBER 2019

By Who	Action	Reference	Date
Francesca	Respond to office staff letter	Done	

Giarne, Natasha	Split PTA meetings between them as Board representatives and other board members are welcome to attend when they are able.	Done	
Board	Look at the draft charter and make comments and suggestions on pages 8-12 in particular by February meeting.	Done	
COMS	Look at and determine the approach for getting community consultation and engagement on vision, values and strategic plan for the March meeting.	Carried to March meeting	
Board	Confirm attendance to Prize Giving to Rob Naysmith by Friday 13 December.	Done	
Francesca	Update the 2020 board dates on the website.	Done	

Correspondence:

- Resignation Letter

Monitoring/Review

a. Principal's Report

Rob D to be on appointments committee for office manager position.

Banked Staffing

For 2020, all teachers including relievers will be charged to Teachers Salaries and any overuse which cannot be managed within the banked staffing entitlement will be managed by charging our cheapest salary, either regular staff or relievers, to the Bulk Grant for sufficient time to clear or reduce the overuse by pay period 26. Where there is no suitable salary we will use the current MOE recovery rate for this purpose.

Moved Stuart **Seconded** Francesca **Approved** ✓

The Board accept the principal's report as presented.

Moved Stuart **Seconded** Francesca **Approved** ✓

b. Finance Report

Finance reports for December 2019 & January 2020

The board approve the accounts for December 2019 and January 2020 as presented.

Moved Natasha **Seconded** Shaun **Approved** ✓

Finalise Budget 2020

The Board approve keeping draft budget figure but realise that the expense will increase due to the support staff collective agreement changes. Current Teacher Aides have started 2020 on the living wage and the Ministry have released a new Support Staff payscale. As a result of the increases in TA's pay, the school's OPS budget has increased by 1.8%.

The Board confirm the 2020 budget based on an operational deficit of \$20,435

Moved Stuart **Seconded** Shaun **Approved** ✓

Donation vs Contributions for Invoicing Parents

The Board approve for the wording to be changed from voluntary contribution to donations on all parental invoices from 2020 onwards.

Moved Francesca **Seconded** Natasha **Approved** ✓

PTA

- Kindo

The board approve in principle to introduce Kindo into the School, subject to Kindo accepting the school's additional conditions.

Moved Natasha **Seconded** Francesca **Approved** ✓

- PTA targeted resources

The Board approve the PTA funds for the targeted resources list is handed over to the board for expenditure.

Moved Natasha **Seconded** Shaun **Approved** ✓

- Rebranding

Name options for the PTA are being discussed, any ideas to be sent directly to the PTA.

c. Sub-Committee reports

- Communication

No report

- Health and Safety

All RAMS forms will be placed on the Board Drive for all members to access. The health and safety committee will still have authority to approve but Board members are encouraged to read and comment on any issues they may have prior to approval.

The board approve the RAMS for Wainui and Living Springs camp for 2020.

Moved Giarne **Seconded** Francesca **Approved** ✓

- Property

Additional funding given to the school cannot be spent on teaching spaces but can be spent on auxiliary buildings (additional spaces) or current building improvements.

The board agree to engage with the Ministry of Education to the possibility of adding an optional multi-purpose space for the school using the \$400,000 property injection and other capital reserves which the school may have.

Moved Stuart **Seconded** Shaun **Approved** ✓

- Curriculum

All interventions and programmes in place are currently successful and showing positive results for students involved.

Key factor for 2020 will be embedding changes to culture with regards to overall wellbeing.

The board approve the schools AOV reports for Maths and Wellbeing 2019 to be sent to the Ministry.

Moved Giarne **Seconded** Francesca **Approved** ✓

- International

No report

d. SchoolDocs

Noted

e. Library Annual Report 2019

The Board thank the librarian for his enthusiasm and annual report.

Other Agenda Items

Strategic Plan

The board approve the Strategic Plan subject to some language changes

Moved Stuart **Seconded** Rob D **Approved** ✓

Meeting closed: 8.00pm

CONFIRMED _____ 17 March 2020

CHAIRPERSON

MATTERS ARISING / ACTION SHEET FROM THE MEETING OF THE BOARD OF TRUSTEES HELD ON TUESDAY 18 FEBRUARY 2020

By Who	Action	Reference	Date
Rob N	Management to discuss and present an overview to the BOT of what is currently being done within the school with regards to nutrition so the board can make decisions moving forward.	March Agenda	
Natasha/Stuart	BOT event - offsite preferable for PTA, Staff and BOT		
Francesca	Thank Zach for great library report on behalf of the board		

Full Board	Sub committees to work on their strategic goals and report back at the March 2020 meeting		
Natasha	Thursday 9 April - BOT morning tea (Easter theme)		
Natasha/Giarne/ Francesca	Co-ordinate with the PTA and alternate staff morning tea. Term 1 & 3 BOT and Term 2 & 4 PTA		
Full Board	Board to come for walkthroughs of the school. Contact Anita with days and times. Workaround subcommittee meetings where possible.		
Communications subcommittee	Identify what is needed for a diversity panel to be set up, then develop a wider panel within the school community.		

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