



Raglan Area School

TE KURA A ROHE O WHAINGAROA

RAGLAN AREA SCHOOL

BOARD OF TRUSTEES MINUTES OF MEETING

Tuesday, 20 September, 2016

Present: Malcolm Cox, Melanie Brydon, Makere Ranga, Cindy Tedeschi, Pete Maloney,
Chris Banks, Lisa Thomson, Rhys Ellison, Sean Dillon, Tania Slater

Apologies: Nil

Chair: Melanie Brydon

Chairing: Melanie Brydon

Minute Secretary: Tania Slater

Karakia: All

Guest Speaker: Bronwyn Haitana – Year 0-10 Spiral Inquiry

Bronwyn Haitana (Deputy Principal Year 0-10) presented to the board. Detailed report of presentation attached.

Items for General Business:

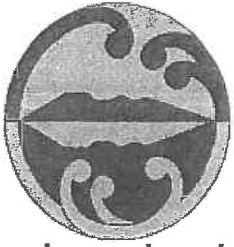
- EOTC rugby trip
- Student achievement PD
- Policies and Procedures
- Feedback from Effective Governance workshop
- E-cigarettes

Minutes of the meeting held 23 August, 2016, confirmed as true and correct record:

*MB moved / CB Seconded
Carried*

Matters arising from these minutes:

- Congratulations to Liam Dingle the newly elected BOT Student Representative. Liam to attend next month's meeting with Sean



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Inward and Outward Correspondence:

Matters for BOT arising or for approval:

Inwards Correspondence

- STA newsletter – copies distributed

Outwards Correspondence –

- 1 Stand-down

Tabled Correspondence

- NZSTA Area Schools, NZEI +PPTA Collective agreement. In the NZEI joint paid union meeting held recently, 99% of teachers voted against Government proposal, NZEI will do a road show around to all the schools.

Motion: that the Inwards, Outwards and Tabled Correspondence – be accepted

MB moved/ LT Seconded/carried

Principals Report:

Malcolm presented the Principal's Report.

Matters arising for discussion:

- Roopu/TRAKTR action plan 2016 distributed
- Vacancies for 2017 staffing opportunities soon to be advertised.

Motion: That the Principals report be accepted.

*MC moved / CT Seconded
Carried*

Staff Report:

Matters arising for discussion:

- Staff requested BOT approved minutes be more easily accessible. Tania (Board Secretary) will give Karen (Office Administrator) a copy of the signed minutes after each meeting to upload to website

Motion: That the Staff report be accepted

*PM Moved / MB Seconded
Carried*

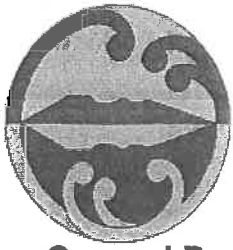
Student Report:

Sean presented the Student Report

Matters arising for discussion:

- Mock exams held last week. Yr 11-13 only have five weeks until exams
- Students received confirmation for scholarships and one student accepted for Pre-Med at Otago.
- RAS has MOE with Waikato University with a view to removing some barriers that might prevent our students from enrolling in tertiary study.
- **Motion: That the Student report be accepted**

*SD Moved /PM Seconded
Carried*



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General Business:

- **EOTC Rugby Trip**

Mt Maunganui camp organized for school rugby team on 12th and 13th November. Camp costs fully funded by players with team bonding activities planned over the two days.

MC moved that EOTC trip be approved

LT Seconded/carried

- **Student Achievement Professional Development**

Mel has tentatively booked everyone in to attend the Hamilton module, those unable to attend can always cancel/reschedule booking online. Course scheduled for 2nd November in Hamilton.

- **Policies and Procedures Review**

Board decided on Policy Hui to be held Wednesday 5th October 2016, 9am to conduct a full analysis of our position in relation to review/ratification of policies and procedures. The board was also keen to look at ways to make policies and procedures easily accessible. It was decided the school website could be an appropriate medium to achieve this.

- **Amendment to BOT Meeting Agenda**

A number of items were raised for discussion resulting from attendance at this workshop. Mel advised that a good part of our monthly board meeting should focus on student achievement and commented that our current meeting agenda as it stands doesn't allow us this time but scheduling additional meetings isn't an efficient way for the board to work. She recommended we change our current agenda to remove correspondence section, principal/staff/student reports in writing and distributed prior to meeting. All written reports will be taken as read and discussed only if a query is raised. Staff/student reporting will be optional. All minutes of sub-committee meetings distributed to all board members prior. Hopefully these changes will allow us more time to dedicate to student achievement, charter targets, restorative practices etc.

- **Tikanga**

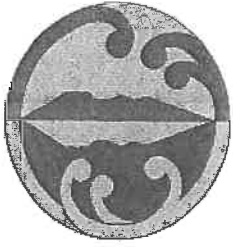
Board asked for support and guidance in relation to tikanga and karakia to gain a deeper understanding. MC suggested we seek guidance from Sean Ellison, well respected kaumatua with connections to kura as well as the wider community and supported by Makere (Iwi rep).

- **School Charter**

Members requested copies of the 2015/2016 School Charter. MC to provide copies.

- **E-cigarettes**

Have been appearing at school recently. Board discussed and decided that e-cigarettes will not be permitted in school, and will be categorized the same as regular cigarettes, therefore banned from school. School rules and policies will be updated to reflect this decision.



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Discipline Matters

MB MOVED THAT THE BOARD MOVE IN TO COMMITTEE AT 8.15PM

- One stand-down notifications cited and discussed
- Board were updated on decision of recent discipline committee meeting.

MB MOVED THAT THE BOARD MOVE OUT OF COMMITTEE AT 8.25

Property Matters

NO Property Matters this month

Financial Report:

MB presented the Finance report

Matters arising for discussion:

That the August accounts of creditor invoices, online payments, Cash payments and payroll expenditure of **\$156,318.34** be approved

That the September accounts of creditor invoices, online payments, Cash payments and payroll expenditure of **\$55,816.02** be approved

Motion: That the approval of all account payments be accepted:

*MB Moved / CT Seconded
Carried*

Personnel Matters:

MB MOVED THAT THE BOARD MOVE IN TO COMMITTEE AT 8.30PM

- Staffing and Leave
- Principal's appraisal

MB MOVED THAT THE BOARD MOVE OUT OF COMMITTEE AT 8.45

Board of Trustees next meeting; TUESDAY, 25 October AT 6.30pm

Finance – Thursday, 20 October at 6.30pm

Personnel – TBA

Property – Friday, 23 September at 6pm

Policy – Wednesday, 5 October at 9am

PD Training – Wednesday, 2 November at Hamilton

Meeting ended at 8.55pm

Chairperson..... MB Boyd Date 25/10/2016