



Raglan Area School

TE KURA A ROHE O WHAINGAROA

RAGLAN AREA SCHOOL

BOARD OF TRUSTEES MINUTES OF MEETING

Tuesday, 7 February, 2017

Present: Malcolm Cox, Melanie Brydon, Pete Maloney, Rhys Ellison, Cindy Tedeschi, Chris Banks, Lisa Thomson, Tania Young, Liam Dingle

Apologies: Makere Ranga

Chair: Melanie Brydon
Chairing: Melanie Brydon

Minute Secretary: Tania Young

Karakia: Lisa Thomson and Chris Banks
Meeting opened at 7.02pm

2017 Board Formalities:

Ratification of Board Chairperson for 2017 school year:
RE moved that Mel Brydon be re-appointed as chairperson CT seconded
Carried unanimously

Principal's Delegations for 2017 school year:
LT Moved that the Principal's Delegations be approved CT Seconded
Carried

Items for General Business:

- School Pool closed 13 Dec 2016
- Welcome to My World – Knowing our Pacific Students
Joint presentation with NZSTA and MOE
- Community Board youth reps

Minutes of the meeting held 13 December, 2016, confirmed as true and correct record:
MB moved / RE Seconded/Carried

NO Matters arising from these minutes

Correspondence

Report detailing Correspondence received was tabled with individual correspondence items available to view. Confidential board correspondence tabled.



Raglan Area School

TE KURA A ROHE O WHAINGAROA

Motion: That Inward/Outward Correspondence be accepted

**MB Moved / MC Seconded
Carried**

Principals Report:

Malcolm presented the Principal's Report.
No Matters arising for discussion

Motion: That the Principals report be accepted.

**MC moved / MR Seconded
Carried**

Staffing

MB moved that the Board accepts the Staffing Report and all appointments be ratified:

LT Seconded/carried

General Business:

- **Health & Safety Issues regarding re-opening of pool for Term 1 2017**
MB tabled correspondence from RSC advising of the litigation outcome regarding the pool liner and the timeframe for which work will be done. In the interim, RSC proposed a pump could be used to pump out any water that may escape under the liner to prevent liner from billowing. RSC will be covering the cost. Following discussion the board agreed to re-open the pool pending independent testing to ensure water quality was up to standard with regular monitoring and testing.
Moved MC / CT seconded
- **Welcome to My World – Knowing your Pacific students**
BOT members invited to attend a join presentation between NZSTA and MOE. Date has not yet been set but venue is confirmed as MOE office in Te Rapa, Hamilton.
- **RAS Parents Group**
CB provided a brief outline of the newly formed Parents Group. RAS parents are invited to join their facebook group to discuss current events and find ways they can support our school. Members of the group informally met with Malcolm, Bronwyn and Joseph last year.
- **Raglan Community Board require two youth reps**
Lisa will send out some info to our 15 – 24 year old residents, so they can have a say on long term district plan etc. Good for student leadership portfolio.

Student Achievement

- **Draft Charter 2017**
Final 2017 Charter needs to be approved at the next February BOT meeting prior to submission to MOE by 1st March 2017. Still awaiting NCEA data – to be finalized on 16.2.17. MC will arrange to distribute copies to BOT members prior to next meeting.



Raglan Area School

TE KURA A ROHE O WHAINGAROA

Policies and Procedures

- **Staff Complaint Policy – 1st draft**

Mel distributed copies of the first draft of the Staff Complaints Policy for board feedback and legal review. Feedback required prior to 23 February 2017 BOT meeting.

Mel advised the meeting she will be implementing a board manual for each board member plus extra copies to be available in selected areas of school. It will include all board policies and procedures and other relevant governance documentation. Upon completion of the three year trustee term, all members will have acquired a comprehensive board manual, which will also form an induction manual for new trustees.

CB enquired about policies being uploaded onto the school website, which is also part of the distribution plan but first requires some technical support to enable that to happen.

Financial Report:

MB presented the Finance report which included the 2017 draft budget (version 2) following a finance/budget meeting held on 27th January 2017.

Matters arising for discussion:

That the accounts of creditor invoices, online payments, Cash payments and payroll expenditure of **\$1,099,395.05** be approved (\$347,542.11 Nov 2016 + \$386,138.77 Dec 2016 + \$365,714.17 Jan 2017)

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

*MB Moved / CT Seconded
Carried*

Motion: That the Board approves the minutes of the Budget Meeting held on 27 January 2017

*MC Moved/MB Seconded
Carried*

Motion: The Board agrees that the final 2017 Budget will be approved at the March 2017 Board meeting after the Finance Committee have met

*MC Moved/RE Seconded
Carried*

Motion: The Auditor will use the school ledger generated budget to complete the 2016 Financial Statements:

*MC Moved/RE Seconded
Carried*



Raglan Area School

TE KURA A ROHE O WHAINGAROA

Discipline Matters / Personnel Matters

MC MOVED THAT THE BOARD MOVE IN TO COMMITTEE AT 8.25PM

- Stand-down/Suspensions notification cited and discussed
- Board discussed confidential personnel items.

MC MOVED THAT THE BOARD MOVE OUT OF COMMITTEE AT 8.45PM

Property Matters

MC requested an urgent property meeting of the Property Committee. Meeting arranged for Thursday 9th February at 6.00pm

2017 BOT Scheduled Meeting Dates

Members briefly discussed trialing a new BoT meeting night for the next two months. Proposal was to try Thursday nights from 6.00pm – 8.00pm

Next Scheduled Board of Trustees meeting dates:

THURSDAY, 23 February 2017, 6pm

THURSDAY, 30 March, 2017, 6pm

Finance – Tuesday, 21 February at 6pm and Thursday 23 March at 6pm

Personnel – TBA

Property – Thursday, 9 February at 6pm

Policy – TBA

Meeting closed at 8.59pm

Chairperson.....  Date: 23-02-2017