



## Board of Trustees Meeting Minutes

Wednesday 17 October 2019

Meeting Started: 6 pm | Meeting Closed: 9:48 pm

<b>Present:</b>	Anita Lucas, Fraser Pease, Joe Hassell, Lisa Thomson, Tara Wrigley, Liam Coulden-Lavers (Staff Trustee), Tui Kaa (Iwi Representative), Amiria Drysale (Student Trustee), Louisa Barham
<b>Apologies:</b>	
<b>Chair:</b>	Lisa Thomson
<b>Minute Secretary:</b>	H Rossi
<b>Opening Karakia:</b>	All
<b>Conflicts of Interest:</b>	

### 1. Opening [karakia](#)

### 2. Administration

2.1. Welcome to new members and visitors- Amiria Drysdale Student Representative and Visitor: Santjie Stols ESL/Financial Advisor

2.2. Present/Apologies - Nil

2.3. Approval of previous meeting minutes [26 Sep 2019](#)

Move **LT/AL**

2.4. Matters arising from previous minutes

#### **SURVEY DATA REVIEW/OUTCOME**

The sub-committee assigned to review the survey data tabled a 2.45pm finish and advised reasoning behind this time.

The Board discussed the directive issued to the committee - the decision was to be 2.30pm or 3pm.

Discussion ensued.

#### **Motion: To return to 3pm in 2020**

TK/FP 3pm Results: 7/2 - Against LCL/AL

Motion to return to 3pm in 2020 passed.

Board to draft a clear communication for the parents as to why the change has been made to 3pm.



- TK to draft decision and share with board members prior to release to the community by the school.

- **In-committee Minutes 26 Sep 2019**

Motion: LT/JH

2.5. Correspondence - [Inward/Outward](#)

Motion: LT/JH

**Motion:**

**3. Monitoring**

3.1. Student Achievement Presentations

Board comments:

- The interpretation of the data within the presentations was debatable.
- The presenters did advise the data was subject to further discussion.
- It would be appropriate to await ERO comments regarding the reporting.
- Recommended the Board take a holistic view on how the data is presented and take the overall trends under consideration.
- Thanks to the Principal and Leaders for the presentations.
- The board looks forward to the data feeding into the Charter/Annual plan for 2020.
- Concerns were raised about the negativity that was felt within the presentations from some of the senior leaders in the school. These concerns were to be addressed via PLD.
- Recommendations were made to invest in leadership and staff PLD for courageous positive changes to address the trends reported and grow our leaders.
- All presentations were informative. The junior presentation used the tools for assessment but will also took a holistic view of the students into account not covered by assessment tools.

3.2. [Finance Report](#) from meeting held 04 Oct 2019 Motion: LT/LCL

Santjie explained their Governance Reporting for the Board and the processes that she recommends the BOT follow..

3.3. Property Report - awaiting 10YPP assessment. LB gave a brief update as to where the school is regarding the property plans discussed with the MOE.

3.4. [Principal's Report](#) / Student Achievement & Progress against



<p>strategic objectives LT/TK</p> <p>3.5. Chairpersons Report - nil</p> <p>3.6. Sub-committee Reports - nil</p> <p>POLICY - TW (Chairperson) advised the committee have met and will look at indexing the policies in order to progress this body of work and update/analyse the review dates. Admin staff to provide cover sheets.</p> <p>3.7. Student Representative welcome - Amiria Drysdale. Board induction pack issued.</p> <p>3.8. Board <a href="#">To Do List</a> Reviewed</p>	
<p><b>4. In Committee Discussions</b></p> <p>4.1. BOT Housing</p> <p>4.2. STAFF Leave Requests</p>	
<p><b>5. General Business /Strategic Discussions-Decisions</b></p> <p>5.1. BOT presence Huritau 30yrs Te Roopu Aroha ki te Reo LT/LB/AL/TK/JH/FP Details to be sent to the BOT</p> <p>5.2. Motion for Grants 2019</p> <ul style="list-style-type: none"><li>- <a href="#">Southern Trust/Safety Boat for Water Sports</a></li></ul> <p>Moved: LT/TK ratified - If successful the board must provide adequate storage and ensure maintenance on the existing boat shed which is in disrepair.</p> <p>5.3. Communications Committee - TW indicated she would like to be part of this committee and relinquish her PTA Liaison role. LB will maintain the communications link with the PTA.</p> <p>5.4. Policy Approval for Financial Audit purposes</p> <ul style="list-style-type: none"><li>- <a href="#">Sensitive Expenditure Policy</a></li><li>- <a href="#">Travel Policy</a></li><li>- <a href="#">Financial Planning &amp; Condition Policy</a></li></ul> <p>Moved: JH/LT - ALL THREE POLICIES APPROVED. These policies are current until NZSTA policies are adopted by the Policy Committee at the next Board Meeting.</p>	
<p><b>6. Board Self Review</b></p>	



6.1. Comments on meeting procedures and outcomes

- **Meeting time overrun:** Due to student achievement presentations, the meeting time was exceeded. Whilst valuable information was shared, it would be better to schedule it as an individual presentation outside of the BOT meetings.
- Ask LOLs to attend at beginning of year to discuss aspirations/targets against Charter and to meet again through the year to report against these.

6.2. Individual Board Members monthly reflections and contributions

Sub Committees to upload their own reports to the BOT Drive

**Calendars:** All Meetings to be updated promptly.

**Board Meeting Information:** Ensure Board data is in the drive a minimum of 1 week prior to meeting.

6.3. Preparation for next meeting. Identify agenda items.

- Charter 2020 & Community engagement.
- Property Committee: Establish Criteria for Tenancy of MOE/School Housing.
- Policies Review

6.4. BOT Attendance - FULL

6.5. Closing [Karakia](#) - ALL