



Board of Trustees Induction Meeting Minutes

Friday 2 August 2019

Meeting Started: 9 am | Meeting Closed: 2.30 pm

Present:	Fraser Pease, Joe Hassell, Lisa Thomson, Liam Coulden-Lavers (Staff Trustee), Tui Kaa (Iwi Representative), Charlie Irvin (Student Trustee), Louisa Barham Partial Attendance: Aroha Hohepa, Quenten Browne, Anita Lucas
Apologies:	Tara Wrigley
Chair:	
Minute Secretary:	H Rossi
Opening Karakia:	All
Conflicts of Interest:	

Whakawhanaungatanga

Louisa

- Suggests keep status quo re Chairmanship for the Board of Trustees for today until January 2020.

Tautoko: TK - Lisa to remain as chair to end of year but Louisa facilitate for this day

JH - Tautoko TK but wait for a full meeting to elect a Chair

LCL - Tautoko JH

FP - Simple majority at the next full BOT Meeting - wait for next full formal meeting.

Louisa supports the decision to facilitate today as it would be ideal to have TW and AL present.

Louisa will present the motion at that time.

Louisa - introduced all to the BOT Induction booklet and Personal Information Skill Audit pages.

RAS BOT Meeting Organisation discussed. Look at the phrase "without prior leave" clarity.

Sub-committees discussed:

Actions:

Formally co-opt Iwi Representative into the BOT role.

PTA liaison role / School liaison is Aroha Hohepa
Whanau - recommends Iwi Representative / School liaison is Quentin Browne
Finance/Property - Fraser Pease has relevant skill for this committee
Policy/Personnel - Aroha Hohepa is currently on the Policy Committee
Student Suspensions - Staff Trustee and staff members who have relationships
RAS Comms Team - Board Membership is critical so we may address the concerns of the community to improve the School communication with community.

Next Board Meeting

29 August 2019 Thursday 6pm-7pm Finance 101 Professional Development
MOE Te Rapa Office, Hamilton
Prior to this meeting the board will meet for 40mins beforehand.

Dates for future meetings to be discussed. Thursday evenings is preferred by all those present.

Board Members - Actions:

Complete the Raglan Area School Procedure: BOT Member Induction in your own time.
Add/comment/edit as you see fit.

Louisa

- Discussed the Finance processes for the committee and sub-committee. Role of External Service Provider and MOE advisor ensures robustness and clinical overview assessment.
- Discussed the Property team & Property Plan - Louisa Barham, Quentin Browne
- Discussed Policy and Personnel - Maintaining our review and policies and protocols that govern the school. Ensure 3 yr reviewing. Ensure transparency, consultation, relevance to school and community. Personnel was also discussed. New contracts are employed under the Area Schools Collective and also take into consideration the NZEI and PPTA Collectives.
- Look at data reporting for students enrolment and un-enrolment. E.g. reasons/age groups/variance reporting

Morning Tea

Continued discussion around the BOT Induction documents
Teaching Staff - correct TRAKTR to Te Roopu Aroha ki Te Reo

Please clarify the classification of Te Roopu Aroha ki Te Reo
- Ministry Classification as Bilingual unit or Total Immersion.

Discussions around Staffing, student numbers, teaching spaces, teacher aides, teacher help to deal with high student numbers.

Discussions around Operational Grants, Income, Expenses, Property Maintenance, 5YA/10PP Property Planning. JH noted the Trusteeship booklet had comprehensive easy to see/read information of school funding.

SCHOOL TOUR

Trustee Code of Conduct. Board to sign and return to BOT Secretary
Self Review/Self Reflection

School Charter - An overview of the Charter was provided.
Provide copies to Board members of Charter Overview and Graphic presentation of the charter.
Provide acknowledgement of previous BOT/STAFF and Artist.

The strategic objectives were aspirational and intended for review and were part of the ERO guidelines given to the school at the time of compilation.

- As a new Principal MOE/ERO asked for the following items to be addressed - Stability of budget, Procedures and Protocols, Contracts, Job Descriptions with reference to the Charter.
- Addressing equity across the staff and school
- This is a legal requirement of the school for the MOE due 1 March every year.

Principal role and Foundational work:

Overview of existing procedures and filling in the baseline documentation to back up existing School Policies was explained.

Decision-making and discussions with Staff and growing the School Leadership Team.

Accountability and Appraisal processes.

Timetabling/scheduling/school calendar process.

Performance indicators for the School. - NAGS - National Administration Guidelines and ERO 6 standards of the Teaching Profession - evidence based

Teacher and Leader enquiry aimed at improving your ability in a given area.

Conclusion:

BOT MEETING NIGHTS :

5.30pm Thursday 6pm-8pm

SUB-COMMITTEE: Dates and Times to be discussed?

Finance Monday 1pm or 4pm

Whanau Meetings - Dates and Times to be advised ?



Motion: Move T Kaa to be co-opted on the BOT - Louisa/2nd LT
Move H Rossi to be co-opted on the BOT as BOT Secretary - Louisa/2nd LT
SUB COMMITTEE: Personnel - LIAM
FINANCE/PROPERTY - Hinemoa Louisa
Quorum: Set at 5