



Board of Trustees Meeting Minutes

Thursday 26th September 2019

Meeting Started: 6 pm | Meeting Closed: 9:55pm

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

Item:	Moved/Seconded
1. Opening karakia	
2. Administration 2.1. Welcome 2.2. Present/Apologies 2.3. Election of Board Chair Louisa gave an overview of the expectations for the Board Chair and their responsibilities and noted their availability for regular meetings and ad-hoc requests was time-consuming. Nominations for Chair is for Oct/Nov/Dec-Jan Meeting. TW - would like to see a Chairperson that acts and thinks independently of the Principal and ensures the Board are fully cognisant of all decisions made. If the board are to thrive and not be in the position they were in the past, the board is to go ahead with collaborative transparency. TK - reminded us of the previous minuted record 2.8.19 regarding the decision for Chairperson to Dec/Jan.	



reporting. FP wanted more clarity around the numbers e.g. financial position. FP to study the ESL Mgmt report and bring to Finance Committee any further queries.
HR advised that her confidence in the ESL Reporting was high. As a new system the coding and tracking of detail was not as transparent as it could be. HR also advised the MOE/ESL financial advisor requested the school no longer was to use the Moneyworks Ledger. A new ledger XERO will be trialled in January 2020 to enable the school and the external provider, ESL, to work more efficiently and transparently.

Banked Staffing: LB discussed how Banked Staffing worked under her management. LCL spoke of the Finance 101 workshop where BT teachers can be directed to BG(Bulk Grant) i/o TS (Teacher Salaries)

Motion: Finance Report be accepted.

Results: Unanimous

3.2. Property Report from 26th August 2019 and 10YPP update
LB will cover the Property Report within the Principal Report

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

Survey Discussion:

Motion: Data for Survey to be analysed by the Policy/Personnel committee and recommendations given to the board to facilitate clear decision making at the next board meeting.

More analysis required with each survey. e.g.

1. need to meet educational outcomes
2. ability to balance home and life obligations
3. well-communicated to the community
4. Split out the data to be more reflective of the Teachers/Years and their students.

LB advised the reason for 2.30pm was mostly equity for teaching staff and

TW/AL

JH/TK



most primary schools finish at 2.30pm.

Parent main concern was missing out on learning time.

LCL - Policy around the School Day - LB to supply policy documents.

Policy documents also on school website and in the Board drive.

FP - Education outcomes - are there clear benefits shown over the last 3 terms? Strategically is this a way to ensure our roll remains and continues to grow?

LB - discussed the roll restrictions currently underway for consideration by the MOE

LCL - analysis of growth in various years would be a good report to make decisions at board level.

AL - would like the board to set a date when a decision is made to ensure the community are fully informed with lots of notice. The data also shows how working parents prefer 3pm. LB advised the afterschool care noted on her Principals report would help for working parents.

[Principal Report](#)

Motion: PTA Immunisation SECOND TW

School Survey re Roothing and Safety at School - Action survey - LCL

LT / LB to supply information to LCL

Motion: Teaching Vacancies LT /AL SECOND: TK

Motion: School Grounds Development SECOND: JH

Motion: Donations opt in 2020 SECOND: TW

Motion: Kelly Club SECOND: TK

3.4. Chairperson's Report - nil

3.5. Establishing sub committees; Personnel, Finance, Property

Appointment of sub-committees: Board Members may attend any meeting should they wish.

Finance/Property : Fraser Pease/Joe Hassell/Tui Kaa/LB/LT -invitee
HRossi

Personnel/Policy : Tara Wrigley/Liam Coulden-Lavers/Anita Lucas/Tui Kaa/LB/LT

School Docs is a Policy document producer. Board decision that we use NZSTA documents. To organise a day and time to begin the adoption of



<p>the framework for Policies. LT to send out options for meeting.</p> <p>3.6. Student Rep's Report - Charlie thanked everyone for the experience gained from her attendance. Her last request is for the Board/School to provide better heating in the ArtRoom.</p>	
<p>4. In Committee Discussions Move in: 8:59pm</p> <p>4.1. Resignations 4.2. Staff business</p> <p>In-Committee Discussions Move out: 9:40pm</p>	<p>LT/JH</p> <p>LT/LB</p>
<p>5. General Business /Strategic Discussions-Decisions</p> <p>5.1. Louisa thanked Charlie Irvin for her service to the Board, School and student body.</p> <p>5.2. One Board member on appointments committee for permanent positions. - Lisa Thomson appointed</p> <p>5.3. Decision for finishing time of school for 2020 - to be decided at next meeting.</p> <p>5.4. Meeting date change for October to Thursday 17th at 6pm - Confirmed.</p>	
<p>6. Board Self Review</p> <p>6.1. Comments on meeting procedures and outcomes</p> <p>6.2. Trustee Code of Conduct</p> <p>6.3. Individual Board Members monthly reflections and contributions</p> <p>6.4. Preparation for next meeting. Identify agenda items.</p> <p>6.5. BOT Attendance - Accounts for payment</p> <p>6.6. Closing Karakia</p>	