



## Board of Trustees Meeting Minutes

Wednesday 27 March 2019

Meeting Started: 6 pm | Meeting Closed: 8:50 pm

<b>Present:</b>	Chris Banks, Pete Maloney (Staff Trustee), Rhys Ellison, Charlie Irvin (Student Trustee), Lisa Thomson, Cindy Tedeschi, Melanie Brydon, Tara Wrigley
<b>Phone-in</b>	Joe Hassell
<b>Apologies:</b>	Makere Ranga
<b>Chair:</b>	Lisa Thomson
<b>Minute Secretary:</b>	H Rossi
<b>Opening Karakia:</b>	All
<b>Conflicts of Interest:</b>	

	Moved	Seconded	Motion Carried/ Agreed To
<b>1. Administration</b>			
<u><a href="#">Confirmation of previous minutes</a></u>			
<b>Motion:</b> It is moved that the meeting minutes of the Board of Trustees meeting held 27 February 2019 be accepted as true and correct.	LT	CI	YES
<b>Matters arising from previous minutes</b>			
Vaccinations - BOT would like to ensure there is a robust process for our community. Ensure the established school procedures are adhered to. LB to provide an updated procedure for vaccinations to improve communications with our diverse community.			
<b>Motion: Approved</b>	<b>1 NO 9 YES</b>	LT	CB
<b>1a, Staff Presentation</b>			
<b>Kylie Hollis - TRAKTR representation on the board. LOL Q Browne also attended.</b>			
Kylie presented to the board the wish of the whanau of Te Roopu Aroha ki te Reo to have representation and asked how this would be possible.			
Board to consider options and also look at the bigger picture of Tiriti o Waitangi obligations and the involvement of all local iwi stakeholders of our school and how they may participate fully at			



board level. Chairperson to look at legislation, bot election rules, co-option rules, secondment etc and bring back to board options.

**Discussion: Board Unanimous support**

**Correspondence - Inward/Outward**

Summary: Viewed and discussed - 1 item for In-committee

PTA/BOT Liaison rep: Tara Wrigley

ROLL RETURN Student roll 563

**Motion: In/Out Correspondence Approved**

LB

CT

YES

**2. Monitoring**

**Finance Report** - Summary: Viewed and discussed.

**Motion:** It is moved that the BOT ratify the decision of the Finance Committee and approves the minutes of the Finance Committee meeting held 25 February 2019.

LT

TW

YES

**Principal's Report**

Summary - LB presented report and discussed each report link with the Board.

All motions within the Principals report were approved.

Earthcare Academy received unanimous support

LB urged Board to complete online survey for Tomorrow Schools and make a submission.

Survey Results - results were shared with the Board and a copy to be distributed to each member as soon as possible.

**Motion:** As a result of the End of School Day 2.30pm School Survey, the board to continue the school day finish of 2.30pm to the end of 2019. A further survey will be undertaken at end T3 with specific targets - student/staff/Parent Community for sound decision-making and implementation for T1, 2020.

CB

RE

YES

**1 against All others in favour.**

**Motion:** "The Board actively pursues sponsorship of \$20k for the purchase of 50 Chrome Books as our contribution to the Fund Raising Coordinating Team".

LB

CT

YES

**NZSTA - Staff Trustee Option**

PM suggested we hold off appointing a Staff Trustee until June 2019 Elections. PM to advise staff to attend BOT meetings to familiarise themselves with process.



<b>Motion:</b> It is moved that the Principal's Report be accepted.	LT	MB	YES
<b>LB</b> - excused herself from the meeting due to a urgent appointment in Hamilton 7:55pm			
<b>Principal Appraisal Process</b>			
<b>Motion:</b> The Board appoint the following Principal's to perform Raglan Area School Principal Appraisal process. Mentor: John Wright - Mercury Bay Area Schools Appraiser: Clive Hamill - Melville High School	LT	TW	YES
<b>TW/JH</b> - excused themselves from the meeting due to time constraints and further commitments. Departed 8.02pm			
<b>Property Report</b>			
The property committee will meet 8 April 2019 to plan for property works and engage with Matt Whitmarsh. CB LT QB LB HR to attend.			
<b>Motion:.</b>			
<b>Board Work Plan/ <a href="#">To Do List Review</a></b>			
Summary - Not discussed.			
<b>Motion:</b>			
<b>3. In-committee</b>			
<b>Motion: 8:05pm Move to In-Committee</b>	LT		
<b>Motion: 8:16pm Move out of In-Committee</b>	LT		
<b>4. General Business</b>			
<b>1. Board elections and planning</b>			
- The Board have appointed BOT Elections Returning Officer			
Summary: Planning/schedule/process/promotion - Lisa will arrange the promotion to the community and notify timelines to all relevent outlets and media. This will happen asap.			
<b>Motion: Office Manager</b> to be appointed Returning Officer	LT	CB	YES
<b>2. Health clinic - Flu Vaccinations for staff</b>			
Summary: The Board support West Coast Health providing flu vaccinations to our staff on site. Permission slips and process will be arranged with the School Nurse. There is a cost of \$25 per vaccination.			
<b>Motion:</b>	LT	PM	YES
<b>5. Summary/Meeting Closure</b>			
<b>Comments on meeting procedures and outcomes</b>			
Summary - acceptable			
<b>Motion/Actions:</b>			





**Prep for next meeting, identify agenda items**

Summary BOT Elections, BOT ToDo List, Property Update

**Motion/Actions:**

**Confirm and Sign Attendance Fees - YES**

**Meeting Closed: 8:50 pm**

**Karakia Whakamutunga**

**6. Confirmation**

Chairperson signature:

*[Handwritten signature]*  
8/5/19

Date: 08/05/2019