

BoT Agenda April 7th 2021 @ 6.30pm - 8.53pm HELD VIA ZOOM

1. Administration

- 1.1. Roll call: Matt, Eve, Gary, Jackie, Robert, Magenta, Jo
Apologies Elaine
- 1.2. Declaration of interests
 - 1.2.1. NA
- 1.3. Confirmation of previous minutes - Approved unanimously
- 1.4. Confirmation of In Committee Minutes - Approved unanimously
- 1.5. Correspondence
- 1.6. Correspondence In:
 - 1.6.1. Ngaire Cooper form NZSTA 25 March
 - 1.6.2. Letter from Proprietors to Beth Butler
 - 1.6.3. Letter from Beth Butler
 - 1.6.4. NZSTA gazette
 - 1.6.5. Argest Building WOF ComplianceCorrespondence Out:
 - 1.6.6. Letter from BOT to Beth Butler
- 1.7. Meeting planning

2. Matters Arising

- 2.1. Review of actions from previous minutes
 - 2.1.1. Charter Uploaded to the MOE and Brought to Parent Meeting
 - 2.1.2. Police Vetting Policy to be taken to next Proprietors meeting - Was taken to the March proprietors meeting, It was questioned by Keith Langton. All other proprietors are happy to participate in these checks. The policy was re-sent to all proprietors.
- 2.2. Deferred Policies for review
 - 2.2.1. BoT Roles and Responsibilities - All Approve
 - 2.2.2. Code of Conduct - No approval necessary. Magenta to sign (and also to fill in Conflict of Interest Register)
 - 2.2.3. Reporting to the Board - All approve (with small change)
 - 2.2.4. Meeting Procedure - All Approve (with small change.)
 - 2.2.5. Principal's performance appraisal - All Approve (with one change)
 - 2.2.6. Meeting Process - was consolidated into Meeting Procedure. Eve to remove from Governance Folder
 - 2.2.7. Relationship between BoT and the Principal - All Approve
 - 2.2.8. Jo requests that the BOT folders are updated. Jo and Eve to action.

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3. Discussions & Decisions

- 3.1. Online Discussion re invitation for family of Y5 girl to visit at school - Elaine, Jo, Matt supportive of Eve's proposition. Unfortunately, this has since fallen through.
- 3.2. Point of process - when there are decisions to be made online please respond in a timely manner, as we must reach a quorum before any action can be taken.
- 3.3. Policies to review:
 - NAG 1: Curriculum Delivery Policy - All Approve (some changes)
- 3.4. Annual Report approved, to MoE by 31/03 - Audit not complete. Leading Edge submitted Draft Report 15 March; tabled by Jackie. Uploaded to April folder. Audit happening next week. BoT will receive the final audited one next meeting.
- 3.5. Enrollments
 - 3.5.1. See principal's report
- 3.6. Staffing
 - 3.6.1. In Committee 8.06 - 8.31

4. Ongoing Monitoring

- 4.1. Property maintenance
 - 4.1.1. Monitor current 10yr Property Plan - Defer til next meeting (Caretaker very preoccupied elsewhere)
- 4.2. Financial Update
 - Eve reports re fiscal, We are doing well with cashflow - term investments are doing well
- 4.3. Principal's report
 - Jackie and Fay getting the wiring completed for the Music Room. Jackie will advise BOT once she has a company and a \$ for this. Likely to be in the \$2000 range, so it will require a quorum of approval before work can commence.
 - Hazard Register - not available.
 - Fay has found someone who may be willing to do the kitchen upgrade - she is meeting with them next week.
 - Our building Warrant Of Fitness has been done, and all is well with this.
 - For upcoming reporting to the BOT - add (JSU) wellness tool to student data.
 - Jackie's extra admin support proving extremely useful.
 - Having Anna as Junior Teacher is spectacular. Wrap around support. Junior room feels very settled - Parent feedback also very happy. She brings a wealth of experience and knowledge and staff are also able to learn from her. Value added everywhere!!
- 4.4. Proprietors report -
 - Keith has requested a copy of the upcoming BOT agendas to be sent to him. Gary will forward these on, once he has received them himself.
 - Re roll - We are unlikely to repeat the issue of going below 26 because we can now run the roll over 26.
 - Eve to do - Eve to update Key register (incl gate key to Tane)
 - Keith query re use of "Democratic School" instead of "Alternative School" in our published integration agreement descriptions (Keith was on the BOT when this decision was taken). The reason is because "Alternative" now means "delinquent

school", so we use "Democratic" so as to differentiate ourselves from being a school for delinquents - this was a worldwide shift. Gary will report back.

5. Meeting Closure

- 5.1. Identify agenda items for next meeting
 - 5.1.1. Monitor current 10yr Property Plan
 - 5.1.2. Assessment Data
 - 5.1.3. Charter Review
 - 5.1.4. Audit follow up - review
 - 5.1.5. Hazard Register
 - 5.1.6. Planning re Principals' sabbatical 2022
- 5.2. Confirm next BoT meeting dates - Weds 5 May. In person. Gary will bring dinner.
- 5.3. Comments on meeting procedures and outcomes