

BoT Minutes June 2nd 2021 @ 6pm - 8.35

1. Administration

1.1. Roll call

1.1.1. Eve, Matt, Gary, Elaine, Jo, Magenta. Robert joined via ZOOM 6.39.

1.1.2. Apologies from Jackie.

1.1.3. Visiting - Keith

1.2. Declaration of interests: Keith re Court Case.

1.3. Confirmation of previous minutes: All approve

1.4. Correspondence In:

- MOE Resourcing division
- NZSTA re Teacher Aide (check last minutes)
- A.T. Travelwise School Programme
- NZSTA Gazette

1.5. Meeting planning

2. Matters Arising

2.1. Review of actions from previous minutes

- 2.1.1. Tikanga (esp for new Parents) needs review - Parent Rep to bring to Parent Meeting. Deferred
- 2.1.2. Eve/Parent Rep's will bring relevant Charter Tgt 3 and Tgt 4 to review at either this parent meeting or the next. Deferred
- 2.1.3. Jo requests that the BOT folders are updated. Jo and Eve to action. Eve has actioned.
- 2.1.4. Meeting Process - was consolidated into Meeting Procedure. Eve to remove from Governance Folder. Done
- 2.1.5. Code of Conduct - No approval necessary. Magenta to sign (and also to fill in Conflict of Interest Register) - Eve to put in Magenta's family pocket. Done.

2.2. Deferred actions

- 2.2.1. Monitor current 10yr Property Plan. Deferred.
- 2.2.2. Audit follow up. Done.
- 2.2.3. Hazard Register & review of playground safety. Done
- 2.2.4. Eve's week /2 week? discretionary paid leave for administrative work on the school curriculum.

Keith commented that he does not believe the BOT is the employer for the principal and so cannot grant this. This is not an agenda item, and therefore was not discussed further.

(See addendum at end of minutes)

Eve suggests that she take 1 weeks discretionary paid leave to work on the curriculum from the 5-9th of July, and that the board allocate a further week as needed to be determined once the plan of work has been completed (during this first week of discretionary paid leave) Eve will attend BOT and Parent meetings. Jackie will cover staffing. BOT approves this.

- 2.2.5. Set meeting dates for the 2nd half of the year.

3. Discussions & Decisions

3.1. Annual work plan items

3.1.1. Roll return update

The BOT met with Caspian's parents, Willow and Karen on 19.5. BOT and the whanau both felt the school was a natural fit for the whanau. Caspian was enrolled on the 24.5, bringing roll back to 26.

Jade visiting, but still feeling into whether or not she is school ready at this time.

BOT aware of need to re-balance gender imbalance. After discussion, board directs principal to select for gender following the Enrolment Scheme.

Open day this Friday.

3.1.2. Parent survey. Matt will send questions to BOT to review and then send to parents for feedback.

3.1.3. BOT Mid Year Self Review and Evaluation. Deferred - Matt will prepare post-its as of last year

3.1.4. Charter review

See Principal's Report re Target One.

Other Charter Targets discussed last meeting. Parent Reps still to report once conversations have been had at Parent Meeting.

Re Target 1 training, the teacher is satisfied with the training she is receiving from teaching in our Special Character environment and does not require any additional training. Principal has begun to discuss possibilities for next year; she may look to an Outdoor Experiential Education course with John Lawry. Her teaching skills are already very strong for this age group. Junior class is very settled and organised.

3.2. Discussion

3.2.1. Court Case

Keith was given the opportunity to speak to this. Keith remarks that it is a preliminary hearing that may or may not go into jurisdiction of small claims. Keith says he is doing this because:

- Keith feels frustrated that over the past 2 years he feels that no one has been interested in discussing another option for playground location
- He would like to establish legal right of way across the current playground.

3.2.2. Discussion: BOT invited Keith to put together a written document to make his playground relocation proposal clear, to submit to the Proprietors, and to come back to the BOT from there. (including costings). Keith agreed that he would do that.

3.2.3. Elaine and Gary share that the proprietors have also invited Keith to do this, at several proprietor's meetings prior to tonight.

3.2.4. Keith was asked by the board chair what his opinion was about the role of the BoT in the dispute, as the BoT's role has been to set guidelines in collaboration with the proprietors as a whole. Keith was unsure of the role of the BoT in relation to the dispute.

3.2.5. It was outlined that the correct procedure for any alternative playground / driveway arrangements should first be agreed by the proprietors and then be brought as consensus to the BoT.

3.2.6. Keith leaves 7.10pm

3.3. BOT into committee 7.10pm

3.4. Charter Target Review - Annual Target 1

3.5. Staffing - as per principal's report

4. Ongoing Monitoring

4.1. Proprietors report

Fay has organised a Ply kitchen creator to come and quote next week.

Magenta suggests using a maltica frame with ply facings and kick boards. Fay to follow this up.

Post is being replaced on gate.

4.2. Parent Meeting Report

Parking outside school - congestion.

4.3. Property maintenance

4.4. Financial Update

4.5. Principal's report

April Financials -

item 23025 - printing and Photocopying. We are at 55% due to \$356 left over from the old photocopier. In mid year July review we will need to increase by this same amount.

item 71073 - rubbish removal - at 55% because dump loads that we used to clear barn was coded as rubbish removal and we therefore need to increase this by approx \$80 in July

item 71810 - garden team and landscaping has been coded here, but as this will be covered by the excess of playground money.

item 75061 - R & M buildings - wiring for the music room has blown this. Jackie to review please as values/percentages don't match.

- Health and safety - As per principal's report 2.7 Matt will amend our Playground Traffic Safety Procedure

BOT back into committee 8.30 - 8.36

- Audit update - audit is expected to be completed tomorrow once the minutes from our last meeting have been received.

5. Meeting Closure

5.1. Identify agenda items for next meeting

7. Monitor current 10 yr Property PI

8. Parking outside school - congestion.

5.2. Confirm next BoT meeting dates - 7 June. Meeting held via ZOOM.

5.3. Comments on meeting procedures and outcomes

ADDENDUM TO THE MINUTES: Re. 2.2.4: The board understands that Keith's remarks about boards not hiring principals are not accurate but there was no necessity to spend board time discussing this.

The principal is hired by the Board of Trustees as stated on the principals contract and as per the NZSTA guidelines:

<https://www.nzsta.org.nz/advice-and-support/employment/recruitment-and-induction/principal-appointment/#:~:text=The%20most%20important%20task%20a,enact%20the%20board's%20strategic%20direction.>