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| **BoT Minutes January 30th 2020 @ 6pm** |
| 1. Administration    1. Roll call       1. Present: Matt, Eve, Jo, Jackie, Elaine, Gary       2. Apologies: Robert    2. Declaration of interests : Elaine declares interest re Caretaker role payment/hours    3. Confirmation of [previous minutes](https://docs.google.com/document/d/1uUgJqxYRIJAP17IW-gSNKPhjEvEU3v6Exg-rtbZLhuo/edit?usp=sharing): Approved by all.    4. Correspondence   NZSTA gazette  Assoc Minister of Education, Overview and welcome  Chris Penk, National’s Education Discussion Document   * 1. Meeting planning |
| 1. Discussions & Decisions    1. Policies for review (\* = no change since last review)       1. \*[NAG 2 Special Character of the School](https://drive.google.com/file/d/1sipISagNQDHYBN1HZOezIZMjfdLcAzJP/view?usp=sharing) Approved unanimously with no changes.    2. Procedures for review       1. \*[Nag1 Career Guidance](https://drive.google.com/file/d/1maXfhjs8cEOXehxFh_GLtu5knrTeGA3j/view?usp=sharing) Approved unanimously with one change (firemen change to firefighters).       2. RBA for School Camp.   Approved with changes (road safety to be added)  To be reviewed at next Parent Meeting. EVE TO DO: ensure this happens   * 1. 2020 Annual Work Plan   Matt tables. Changes are made.  Note that implementation plan needs to be tabled re curriculum review at our next meeting. EVE TO DO: draft this.   * 1. 2020 Schedule of Fees and Donations   Elaine to provide Jackie with letter re attendance dues by the 7th Feb.  Tabled and approved with small change to wording.  EVE TO DO:  send the 2020 Schedule to Parents tomorrow.   * 1. 2019 Analysis of Variance on Charter Targets      1. Tabled & accepted   2. 2020 Charter Targets and anything else from Charter Draft      1. The draft discussed by BOT. Suggested that target 3 changes to a Te Ao Maori Target and that some of the points in current 3 target could be redistributed between targets 1 and 4.      2. Charter needs to be solid by March 1st.      3. Charter will be taken to Parent meeting also for feedback: JO AND EVE TO DO      4. Before Feb 27 BOT to make comments.  IF BOT could all make comments by Tues 4th so that Eve is able to take in suggestions.   3. Enrollments   Eve speaks to what is contained in the Principals report.  Roll currently stands at 19.  There are 5 people we have committed to having start.  Eve presents the roll possibilities, along with BOT discussion of schools needs.  Elaine has been speaking with Tanya @ MOE re numbers vs roll return.  Eve will go ahead and invite the next families to begin their visits as per BOT discussion.   * 1. Strategic Discussion      1. Kitchen: There hasn’t happened yet. Clear description yet to be confirmed.JACKIE AND EVE TO DO: draw up plan and table at next BOT to review.      2. Outdoor Classroom : As per Principal’s report   Grass in Orchard - length gets very long. Needs length taken down to be able to be used by School. BOT would like Proprietors to be reminded of this as it relates to the school year beginning again.   * + 1. Office: Design has come from Lundia shelving in the last couple of weeks.   Teachers to review the design. Once teachers are happy they will give the  recommendation to the BOT to move this forward. |
| 1. Ongoing Monitoring    1. Music Room Update. Deferred    2. Property maintenance    3. Principal’s report : Addendum to Principals report re Budget - addendum tabled.   Caretaking hours have increased and BOT approve unanimously to increase Fay’s salary accordingly, as per Principal’s report.   * 1. Proprietors report:   Re remark to the effect that Jackie had advised Russell in regard to School Fees, Jackie clarifies that this is not the case. Jackie would not tell proprietors what to do financially.  Fay has been attending to various jobs around school. Brilliant.  There is some mis-match between the School and Proprietors plan. How can we prevent this in future? EVE AND FAY TO DO: Eve will liaise with Fay about this. |
| 1. Meeting Closure    1. Identify agenda items for next meeting & confirm date   Changes to proposed dates:  **Feb** Monday 17th  Curriculum implementation plan review   * 1. Comments on meeting procedures and outcomes |

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| **Meeting Evaluation**   1. What do you think was the most important item we discussed? 2. What do you think was the least important item we discussed? 3. Do you think we worked effectively as a team? If not why not? 4. Did you feel able to participate fully? If not why not? 5. What for you would make our meetings more enjoyable and more effective? |