



Board of Trustees Meeting Minutes 11 February 2020, 5.30pm

## 1. Administration

---

### 1.1 Present

Denise Humphries, Rachael Dennis, Katharina Friedli, Greg Hartwell, Joshua Gwilliam, Hanna Woods, Jodi Edwards

### 1.2 Apologies

**1.3 Declaration of interests** – none, form completed

### 1.4 Election of Chairperson

Rachael Dennis' name has been put forward for the position of board chair for 2020. She will accept the position if approved by the board.

**Motion:** that Rachael Dennis be elected as Chairperson for 2020

Moved/second: Hanna / Denise

Carried: unanimously

### 1.5 Correspondence

- NZSTA matters
- NZSTA NAW email
- MoE – 5YA property budget review letter -\$1,853.00 paid into our account for furniture
- NZSTA – nomination for board and president
- Quote from Mike's Woodshop

### 1.6 Confirmation of minutes & review agreed action points

**Motion:** the Minutes of the meeting of 5 December 2019 as read be accepted.

Moved/ seconded: Greg / Denise

Carried: unanimously

Agreed procedure is once minutes have been approved at board meeting, chairs electronic signature gets added, the Minutes word document gets put into PDF format and emailed to Principal & office.

## 2. Monitoring

---

### 2.1 Principal reporting against annual & strategic plan

No principal report tabled as 2 days into term one but Principal provided the following verbal report:

- Following the assessment results shared at the end of 2019 he and the DP are now analysing cohort data which will be shared at our next meeting as part of our Analysis of Variance and School Charter.
- He has provided a copy of our Strategic Goals for 2020 so we can discuss it and update as necessary. Staff have spent time reviewing actions from the Strategic Plan and adding relevant key tasks for 2020.
- Reading Recovery will continue in 2020 and we should be able to put four children through the programme over the year. Alex Hunter will be training in Reading Recovery this year.
- Kahui Ako-CoL update: Otaika Valley has been allocated by our COL for 1 FTTE for Learning Support Coordinator to be shared with Whangarei Heads.
- We have been granted hours for 'Write that essay.'
- As part of Kids Space restructure we need to look at buying some new furniture e.g. teacher work desks, tote trays, stools and teacher chair. There are provisions in the budget to buy furniture this year.

Furniture:

Furniture approval for Kids Space teacher's work desk, tote tray and teacher's chair. Mike's Woodshop quote is for \$2,940.35.

**Motion:** that the quote from Mike's Woodshop of \$2,940.35 is accepted.

Move/Seconded: Hanna/Greg

Carried: unanimously

Update on 2 cubby holes ordered for outside room 2: only one set required. Board has approved this before and material has been bought.

Principal to review state of furniture with staff and provide Board with a detailed list of required new items and wish list.

Spending limit for Principal:

Amend policy: 4.01 point 5

Discussed to amend amount from \$500 to \$1,000 and to seek approval from the board chair if the spending is within the budget. Any spending that is outside the budget has to be approved by the board.

**Motion:** that 4.01 point 5 be amended with increasing the amount to \$1,000 and to seek approval from board chair prior to spending if spending is within budget but if spending is outside the budget any spending has to be approved by the board.

Moved/Seconded: Josh/Rachael

Carried: unanimously

## **2.2 Principal reporting on student achievement & NAGS**

Principal reported that he is still reviewing student achievement data with the DP and finalising Analysis of Variance. He will report back prior to 1 March 2020 as that is when Analysis of Variance is due.

We will arrange for a further board meeting towards the end of February to receive reporting on student achievement in Analysis of Variance, to approve Analysis of Variance.

## **3. Strategic matters**

---

### **3.1 Strategic issues & self -review as per board work plan**

Board work plan distributed to all trustees in Governance Framework folder and looked through. Board Chair stressed the importance of self-development by accessing NZSTA knowledge hub or attend NAWs offered by NZSTA.

**Motion:** that board work plan for 2020 is approved as presented

Moved/Seconded: Katharina/Hanna

Carried: unanimously

#### **a. Confirm annual & strategic plan**

Board Chair provides an overview of where strategic plan is at. We are in the last year of the 3 year strategic plan that was approved in 2018 for the period of 2018, 2019 and 2020.

This year is review and consult and put in place a new strategic plan which could be the same, similar or different to the current strategic plan.

The board wants to focus on early community consultation and will look at a set of questions at the meeting where the Analysis of Variance is reviewed.

#### **b. Approve Analysis of Variance**

See comments in 2.2 above, Principal finalising this with Deputy Principal and will present to board requires further board meeting.

#### **c. Principal performance agreement**

Board Chair is provided an overview of annual obligations of board in regards to the principal appraisal and refers to Principal Performance Management Policy in the Governance Framework.

Board chair to represent the board in principal performance management process and work with principal and external appraiser.

Principal has appraiser in mind and will share details with Board Chair and then present to board. Board will then approve appraiser if satisfied he/she is the right person to carry out the appraisal.

#### **d. Approve budget**

Already approved as per 5 December 2019 board minutes.

## **4. Finance & property**

---

### **4.1 Finance report**

No financial report provided as at the date of the meeting.

### **4.2 Property report**

Josh had a meeting with Christine Uffindel from MoE. Josh had a walk around school with her and Neil.

Resource room (attached to old school building) has a cracked wall, she agreed that needs to be fixed. Neil will amend the 5YA to incorporate this.

Residual money from renovations works can be used to fix resource room for Kids Space - that has been arranged.

MoE now part of our 5YA / 10YA planning and actions. They will be directly involved in our school and also finish the renovation matter, so school does not have to be directly involved in managing projects and arrange for works to be done.

\$84,000 MoE funding for property is part of the 5YA amendments that needs to be submitted and to be spent in priority 3 and 4.

List of property issues that require attendance depending on priority:

- Pool – to be resealed as leaking – arranged to be attended as a priority
- Roof – outdoor classroom – to be completed
- Shade area for pool
- Repainting of lines on court
- Resurfacing of undercover area

Principal to take this property matters list to the teachers for input (not leak of pool matter). Board wants to ensure we are spending to approve our school's learning environment and within our strategic goals. Principal then report back board.

## **5. Health & Safety**

---

### **5.1 H & S report**

Trees got trimmed as approved by board at last meeting. Hazard register has been updated in regards to the trees.

Swimming pool steps that lead into the pool have been lifted and toes can be caught. Added to hazard register.

Greg to do a walk around with Principal and caretaker.

## **6. Identify agenda items for next meeting**

---

For April board meeting:

- As per board workplan
- Discuss quotes that related to \$84,000 money
- Furniture list

## **7. Meeting closure**

---

### **5.1 Comments on meeting procedure & outcomes – nil**

Dates for next meetings:

26 February 2020 - to approve Analysis of Variance and commence strategic planning

2 April 2020

### **Meeting closed 7.38pm**

In-committee meeting followed



7 May 2020 (on behalf of Board Chair who was absent)