**LAKE ROTOITI BOARD OF TRUSTEES MEETING**

**TUESDAY 1st August 2017**

**Present**

Mike Allen, Nicky Crawford, Rachel Allright, Dominique McCrostie, Anna King, Ian Thorneycroft

**Apologies**

N/A

**Election of Chairperson**

Correspondence was received from Phil Crawford resigning as Chairman (see attached).

RA opened the meeting and called for nominations for the post of Chair - Dominique McCrostie was nominated by NC, Seconded by MA. There were no other nominations. Carried. Meeting handed over to DM.

Discussion about DM holding both Chair and Treasurer roles. DM will hold both at present and access in a few months. Discussion about electing another board member who can take on the Treasurer position.

Agreed to make a decision about whether to select a new board member or to hold a bi-election at the next board meeting. MA to phone regarding whether we need to have 5 members or can operate with 4.

www.trustee-election.co.nz/board-resources/casual-vacancies

**Matters Arising**Wispy Proposal – In principal we are open to the idea but feel a community meeting would be helpful where we could hear from Sam at Wispy and other experts? Tapawera School have become a Community Hub. Carried over to the next meeting. Ian to let Sam know.

MA to contact Fran re: pool/shed metal frame. Discussion whether to give/charge. MA to inquire and get more details.

AK to finalise school house portfolio etc

Karen has fixed the Senior Room heat pump.

School Bus Training – Fran has completed 2 days theory of the LCP course at Platinum Driver Training with the practical assessment to be completed.

Confirmation of minutes -> MA moves the minutes were correct, DM seconds

**Principals Report**  
  
As attached.

Employer & Staff appointments – Discussed good and safe working environments.

Discussion around lunchtime supervision and from this reflected on the BOT having a more connected relationship with our school community.

Reviewed the report from MA on progress towards targets July 2017 (see attached) Excellent progress has been made across Reading/Writing and Maths.

Discussion about NC missing most of her lunch break due to supervision of eating lunches, checking lunch boxes and indoor class time. We are going to trial a new lunchtime strategy and the BOT gives its full support.

Informed about the ability for the BOT to give principal executive power at the start of the year to appoint a fixed term of up to 3 terms if the BOT so desires.

MA to redraft the Smoking Policy to include drugs and alcohol.

**The BOT went in committee**

**Monitoring**

Finance – Reviewed. DM to follow up with Tracy on some queries. Confirmation of May/June carried over to next month.  
Property – AK to report next meeting about the school house plan.  
Health and Safety – No issues

**Discussions**  
School bus camera policy – If an issue is brought to our attention we will review the bus camera footage then or on an as needs basis. MA to be responsible for this and to act accordingly. The events file will be checked prior to each meeting by MA and reported on if necessary. An additional SD card has been purchased.

MA gave the BOT a hand out on Getting the most out of external evaluation with ERO arriving on the 7th August 2017. Full BOT meetings with ERO have been scheduled for 3pm 7th August and 5pm 9th August.

Applications close for the permanent Principal position on Friday 4th August. A shortlisting meeting for the appointments committee will be held 12:30 7th August. Maureen Kerr will arrive on the 11th August and interviewing will be on 12th August.

NC/MA presented a Reading Instruction outline for Lake Rotoiti School. A healthy discussion followed regarding reading in our school.

Confidentiality of Young Students – will be discussed at the next meeting.

NC presented a Junior Class Handwriting Instruction outline. A good discussion around the difference between handwriting and the teaching of writing.

**Meeting closed at 5:50pm**

**Next Meeting Date: 3:15pm, 15 August 2017**   
  
  
**Addendum:**

Phil Crawford resignation email

Dear All,

I am afraid that I continue to have concerns around friction, conflicts of interests and issues that have arisen in recent weeks that have put myself and others in a difficult position regarding school matters.

I continue to feel that it is not appropriate, nor in the best interest of the health of the board that I continue as a member.

I appreciate that there is real value in having a long term teaching professional with significant history as part of the board. However, I feel that having both of us involved is hindering its effectiveness, plus I feel that some board members are being placed, and will be placed, in a difficult position.

I therefore feel that I have no choice but to resign my position as both the board chair but also my trusteeship in full.

Many thanks to you all for your support and commitment over the last year or so. I have very much enjoyed the robust discussions, sense of team, personal commitment and engagement in school governance that the board have shown.

I will put together the agenda for Tuesday's meeting and forward to Mike as items for discussion have been forwarded to me.I will however, not be attending.

I will also let Maureen know, as the principal recruitment process will need to be driven by someone else.

We have three applications submitted so far.

Regards and best wishes

Phil