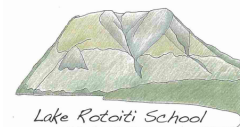


# Board of Trustees minutes

25 August 2020



Present: Mike, Alistair and Megan Minutes: Sjaan	
Apologies: Paul and Alison	
Declaration of interest:	
Motion: That the above items be accepted. N/A Moved: Mike                      Seconded: Alistair                      Carried: All	
<b>Agenda items:</b> <ul style="list-style-type: none"> <li>• Policy Review Term 3 (the current SchoolDocs review includes Learning Support policy, Appointment policy &amp; procedures, Child Protection policy)</li> <li>• Principal appraisal</li> <li>• Bus audit (sign off)</li> <li>• Road closure (Kawatiri/Glenhope); implications for school bus run/school</li> </ul>	
Motion: That the previous minutes be accepted as true and correct. Moved: Mike                      Seconded: Paul                      Carried: All	

Discussions and decisions:	Personnel
<b>Matters Arising:</b> (from 28 July 2020 minutes) <ul style="list-style-type: none"> <li>• In regard to in committee minutes actions on point one will be actioned as required.</li> </ul>	
<b>Filling vacant seats on board progress</b> <ul style="list-style-type: none"> <li>• Returning officer has started the process.</li> </ul>	
<b>Reports</b>	
<b>Principal's report:</b> <ul style="list-style-type: none"> <li>• Principal's report was presented.</li> </ul>	
Motion: That the Principal's report be accepted. Moved: Mike      Seconded: Megan      Carried: All	
<ul style="list-style-type: none"> <li>• Approval given to Mike to attend the Principal's conference in Hanmer.</li> <li>• Change physical restraint policy to "physical restraint will not be carried out at the school".</li> </ul>	
Motion: As above. Moved: Alistair      Seconded: Megan      Carried: All	
<ul style="list-style-type: none"> <li>• Mike requested permission to build a small storage area. Permission given. All agreed.</li> </ul>	
<ul style="list-style-type: none"> <li>• When we have a full Board we will start the process of self-review with STA to arrange a review of the values for the school.</li> </ul>	

<p><b>Staff report:</b></p> <ul style="list-style-type: none"> <li>• Ensure school staff, drivers and regular school supporters have current first aid certificates. The board to discuss paying the training for all school and support staff. To confirm at the next meeting.</li> </ul>	<p>Alistair to confirm current bus drivers have current first aid certificates.</p>
<p><b>Finance report:</b> July 2020 financial report presented by Megan</p> <ul style="list-style-type: none"> <li>• Thank you to Yvonne and Richard from the Nelson Lakes Motels who donated \$500 for plants for the dirt mound.</li> </ul> <p>Moved: Megan    Seconded: Mike    Carried: All</p>	
<p><b>Property report:</b></p> <ul style="list-style-type: none"> <li>• Paul sent the property report - the volunteers are planning to return in September.</li> </ul>	
<p>Motion: That the Property report be accepted.  Moved: Megan    Seconded: Mike    Carried: All</p>	
<p><b>Health and Safety report:</b></p> <ul style="list-style-type: none"> <li>• The matting is down, thank you Paul and Alison.</li> </ul>	
<p>Motion: That the Health and Safety report be accepted.  Moved: Alistair    Seconded: Mike    Carried: All</p>	
<p><b>General business:</b></p>	
<p><b>Policy Review Term 3</b> -as per SchoolDocs review schedule</p> <ul style="list-style-type: none"> <li>• <u>the current SchoolDocs review includes Learning Support policy, Appointment policy &amp; procedures, Child Protection policy)</u></li> <li>• Policies were reviewed and agreed in their current form.</li> </ul>	<p>Mike to inform SchoolDocs that this is reviewed.</p>
<p><b>Principal appraisal</b></p> <ul style="list-style-type: none"> <li>• Alistair presented John Armstrong’s summary letter – will be attached to the minutes.</li> </ul>	
<p><b>Bus audit (sign off)</b></p> <ul style="list-style-type: none"> <li>• Alistair presented documents for bus audits.</li> </ul>	<p>Alistair to take further action to check legalities with NZSTA</p>
<p><b>Road closure (Kawatiri/Glenhope); implications for school bus run/school (mid September)</b></p> <ul style="list-style-type: none"> <li>• Discussed implications.</li> </ul>	
<p><b>Rotoiti Lodge</b></p> <ul style="list-style-type: none"> <li>• Rotoiti Lodge offered students to spend one day at the lodge performing outdoor activities. The board has accepted and thank you to Russell and the team.</li> </ul>	

<b>Correspondence:</b>	
<b>Received/outgoing</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<b>Update on response to previous correspondence (in-committee)</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<b>Meeting closure:</b> Time 8.10pm Next meeting on: 22 September 2020 at 7pm Further agenda items will be called the week prior to the next meeting.	