

Board of Trustees Agenda/Minutes

26 February 2020



Present: Alistair, Megan, Mike, Anna-Marie, Alison	
Apologies: Lesley, Paul	
Declaration of interest: Nil	
Motion: That the above items be accepted. Moved: Alistair Seconded: Alison Carried	
Agenda items: <ol style="list-style-type: none"> 1. Setting dates for 2020 2. STA training opportunities 3. Correspondence 4. Procedures 5. Secretary role 6. Minutes Secretary 7. School House tenancy 8. Camp 9. Curriculum Document 10. Strategic planning 	

Discussions and decisions:	Action by:
Matters arising from the previous minutes: Nil.	
Motion: That the previous minutes be accepted as true and correct. Moved: Megan Seconded: Alistair Carried	Abstention: Mike
Correspondence	Action by:
Inwards: Letter from Sue Ford. Outwards: Nil.	
Motion: That the inwards correspondence be received and outwards approved. Moved: Alistair Seconded: Megan Carried	
Reports	Action by:
Principal's report: <u>Staffing</u> Underused in 2019 discussion held on how this occurs. Principal assured BOT that in future the usage will be closer to zero. Underused funds will be added by the MOE to the third quarter Operations Grant. <u>Multipurpose Room upgrade</u> Discussion to get this moving again. Some concern regarding the possibility of the process being underway when ERO are here, but best to get underway after delays. Mike to contact Paul.	AGM 19/5/20

<p><u>Painting</u> Start this process. Discussion with Paul. Can it be linked to the MP upgrade?</p> <p><u>Principal Appraisal</u> Alistair to approach an external appraiser to get this process started.</p>	<p>Mike/Paul</p> <p>Mike/Paul Alistair</p>
<p>Motion: That the Principal's report be accepted. Moved: Mike Seconded: Alistair Carried</p>	
<p>Finance report: December Profit and Loss presented and discussed. A number of items were significantly over budget. Reasons included purchase of School bus (not budgeted), repairs to Pool.</p> <p><u>Pool funding:</u> No funding received from Tasman for Pool funding as no application was made in 2019. Mike to ensure application is done in 2020. Delegate to Dominique.</p> <p><u>Credit card usage:</u> Procedure to be reviewed by Mike (SchoolDocs) to ensure we are compliant.</p> <p><u>2020 Funding:</u> Anticipated to be slightly higher due to the Government increase for Support Staff.</p> <p><u>Cleaners pay rate:</u> Concern that the cleaner had not had annual increments. Concern that this was inequitable even though she had been increased to the living wage recently. BOT felt that it would be in the interests of Good Employer relations that the rate be increased to the maximum as soon as practicable. The 2020 budget was presented for approval. The next report will be prepared using Xero.</p>	<p>Mike</p> <p>Mike</p>
<p>Motion: That the Cleaner's pay rate be increased to the end of 2020 renegotiated rate. Moved: Megan Seconded: Alison Carried:</p> <p>That the 2020 budget be approved. Moved: Mike Seconded: Alistair Carried:</p> <p>Motion: That the Finance report be accepted. Moved: Anne-Marie Seconded: Mike Carried:</p>	
<p>Property report: No report. Concern that some testing has been missed as a result of the repairs and hiatus in usage. Pool sub-committee needs to reconvene to discuss repairs, testing, and other matters and report to the BOT at the next meeting. Sub-Committee is Wattie, Brent, Paul, Mike.</p>	<p>Paul.</p>
<p>Motion: That the Property report be accepted.</p>	

Moved:	Seconded:	Carried:	
Health and Safety report: Nil.			
Motion: That the Health and Safety report be accepted.			
Moved:	Seconded:	Carried:	
Strategic planning/Legal obligations/ Self review			Action by:
<u>STA training</u> Megan, Alistair signed up for Employer role (19 March 6:30pm) Anne-Marie to sign up for Finance. Alistair has requested support from STA regarding Treaty of Waitangi obligations. Mike asked if Alistair could investigate STA support for Strategic planning.			Megan, Alistair Anne-Marie Alistair Alistair
<u>Meeting procedure</u> As we start 2020 we discussed correct procedures, minute taking, signing off meeting minutes, paperwork. Mike to develop a Minutes format for discussion. This set of minutes (Feb) to be written in new format as well as old format. Changes and adoption to be discussed at the March meeting. Minutes should be held by the Minutes secretary and distributed as a PDF before approval and then stored as a paper copy on the school premises.			 Mike
<u>School house</u> Rental agreement has been signed between Mike and the BOT. Power bills will be received by the school and Mike will reimburse the school account monthly.			
<u>Camp</u> Paperwork was presented by Alison. Camp was approved by the BOT. Happy that the camp is to be held at a registered camp Discussion held regarding adult help. Resolved that all parents who wish to attend will be allowed if there is room. Extra cost for accommodation and food to be paid by parents if we are over the allocated number.			 Mike/Alison
<u>Curriculum</u> The beginning of the new curriculum document was presented by Mike. He and Alison will be developing a Local Curriculum over the year. A revised Assessment plan was presented as part of this.			
<u>BOT document for Parents</u> As developed by Lesley in 2019. Discussion held on which format to adopt and some alterations to the document. Mike to work with Lesley completing it prior to issue.			 Lesley
<u>Procedures</u> Complaints and Behaviour management procedures should be made available to parents according to SchoolDoc policy.			
Motion: Nil			
Moved:	Seconded:	Carried:	
General business:			Action by:

<p><u>2020 Meeting Dates</u> Best to set with more members present. Next meeting date set (24 March at 4:30), rest of year to be addressed at the next meeting. <u>Correspondence:</u> Public excluded: 4:40pm Motion: That the public be excluded from the following part(s) of the proceedings of this meeting namely agenda item 3. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual(s). This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. Moved: Mike Seconded: Alistair Carried The meeting resumed in public at 4:55pm. <u>Minutes Secretary</u> Decided that the BOT require a minutes secretary. Alistair to shoulder tap. <u>BOT secretary</u> Role is to collate and distribute reports, minutes and agenda. Also to chase up people to ensure that there is at least a five day lead in period. Megan agreed to take on this role.</p>	<p>Alistair</p> <p>Megan</p>
<p>Motion: That the BOT employ a minutes secretary at \$50 per meeting. Moved: Alison Seconded: Megan Carried:</p>	
<p>Agenda items for the next meeting:</p>	
<p>Meeting closure: Time: 6:30pm Next meeting on Tuesday 24 March at 4:30pm. Further agenda items will be called the Thursday prior to the next meeting.</p>	

Signed as a true record.

BOT Chair: _____

Date: _____