



**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON MONDAY 19 SEPTEMBER 2016 AT 5:00 PM
IN THE STAFFROOM**

Present: Paul Ferguson (Chairperson), Marriene Langton (Principal), Duane Major (until 6pm), Sjaan Bowie, Rachael Ingram, Tamara Kepa (Staff Trustee).

In Attendance: Staff (Maata Smith, Angie Maata, Lucy Heslop, Matua Jarrod Fretwell) Barbara Ford (Minute Secretary), Simon Harrison (observer).

Welcome/Waiata/Whanautanga: Board

Apologies: None

Motion: Moved Chair

That the meeting move into Public Excluded session for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded the Board discussed: Pool Update; Personnel Matters.

Carried

Motion: Moved Chair

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded session remains confidential to Board of Trustees.

Carried

1. Presentation of Data

Student data had been circulated to Board members prior to the meeting. The following questions and discussion points were noted:

- Pasifika students are tracking below, not met or above however some are below but have made progress within that section. Pasifika student turnover - 12 left and 8 new students enrolled. Reading one area At. Staff are very concerned at overall data.
- A large number of Tongan children start late in the mornings. Families are involved in Church activities which can go late in the evening. Cultural Festival – Tongan dance workshops very popular, builds relationship, gives children chance to try new things. Children are shining.
- Meetings held with SAF people. If Board signs agreement with SAF the MoE pays for facilitator to come in to support the children.
- Maths – children find it difficult to understand the concepts. New initiatives are being introduced to help give different approach for Maori and Pasifika children. The way we teach allows them to learn. Dannielle O'Halloran is of Pasifika and understands the way Pasifika children learn. Pasifika children don't challenge adults and would not question the teachers. They need to have a good relationship with their teachers so not being held back. Relationship building is key to learning.
- Student Management System – changed computer programme on how data is gathered, and is very good with good support.
- ORRs funded children have to be very severe to get funding, and they are included in the data. Have had special attention and support.
- Some Well Below children won't get there but there are other ways to show their competencies. This is why Goals are aspirational and need to keep pushing, so where they thrive, will be doing well somewhere.

P Ferguson asked if there were any other supports the Board could provide that would make a difference, staff advised that the SAF programme would provide the best support.

P Ferguson thanked the teachers for their presentation, and the Board was happy with the graph data.

Staff left at 6.05 pm.

Administrative Matters:

3. Declaration of Interest – Nil

4. Minutes of the Meeting held 8 August 2016

Amendment : P3 second Action should read R Ingram, not S Bowie.

Motion: Moved: Chairperson

That the minutes of the meeting held on Monday 8 August 2016 as amended be approved as a true and correct record of the meeting.

Carried

5. Matters Arising from the Minutes:

Review Audits: Three Year BoT Audit Report

Update – Delegate Team to do.

Next audit – R Ingram doing – update to be reported shortly.

NAG 3 – P Fergusson to talk to.

Board response to see Data reported to MoE.

S Bowie – noted that emails being sent out are not being saved to Google Docs and advised that everything received needs to be saved to Google Docs. One person needs to be responsible for putting everything on Google Docs.

ACTION: Sjaan to do. All members to support by saving to pre reading folder. Noted when copying into Folder to copy, not drag. Next PD for Board members to learn about this information, and how to proceed.

MOE people to discuss property and next steps in Canterbury Renewal Programme with M Langton and P Ferguson, \$4m amount available for re-building, Board wants to challenge the amount. M Langton to find earlier reports for Pre Reading before discussing. Building proposed for roll of 283 building but now have 293.

Board Retreat Day – needs to be on Strategic Direction.

Motion: Moved M Langton Seconded P Fergusson

That the Board sign the application for Student Achievement Facilitator (SAF) programme of \$1000 from the Ministry of Education.

Carried

Playhouse Offer

A member of the community has very generously offered the school a playhouse. M Langton to follow up and decide whether able to accept.

Principal's Report

Report previously circulated and taken as read. The following points were noted:

- Members liked the format of the report. M Langton to talk to AI for explanation of the last column.

- Technology – still looking at whether to have Chrome Book or iPad. ICT units – written in Action Plan.
- Crossover Trust – meeting with this week to review. Noted that Trust is moving away from schools and becoming more community involved. Will reconsider what will be best use of money.
- Principal's appraisal – Board sets up the appraisal and will be on meeting agenda. Denis is working with Principals' Council to see what is available.

Finance

July accounts to be approved. August not received yet. Information to be provided on Trading Accounts and Board budget.

Repairs and Maintenance – No spending at this stage until know what is in Master Plan for building. Caretaker doing minor maintenance and pain touch up.. \$100,000 in reserve for painting, large repairs go to MoE.

Motion: Moved R Ingram Seconded M Langton

That the July accounts be accepted as circulated.

Carried

Delegations

ACTION: P Fergusson to send out Delegated Authority document for approval next meeting.

Health & Safety Report

Format and Board representation - format good, very clear with flags.

Tamara Kepa – to be Board representative.

Tree – cost to fell. Decision needs to be made, is it Council or school responsibility.

ACTION: M Langton to follow up with Bill.

Audit

R Ingram advised working on information, and close to completion, just has to be framed up and needs comment from D Major. Feedback from survey has been positive with good suggestions. Principal to look at before finalising.

Personnel

M Langton advised that the calibre of those interviewed was excellent. Approved appointments:

Jane Poff

Lydia Tisch

Georgio Banks.

Fixed Term – Bonnie Dalton.

Fifth appointment has been deferred – to be discussed in Public Excluded.

Pool

All agreed there needs to be discussion on the pool, including use of school buildings outside school hours; issues the Board has not made any decision on; foundation document; communication planning document; visibility and transparency; etc. R Ingram advised she has templates which could be used for the pool.

(S Bowie left the meeting at 7.18 pm).

Simon Harrison, Observer

Simon was invited to comment, and to come back to the Board on how he feels having listened to the discussion. Paul explained the Board's governance role, meetings, reading board papers, skills, contribution to discussion. Co-option is a Board decision and will include the timeframe, which could be 12 – 18 months or 3 years.

Simon left at 7.34pm.

Motion: Moved Chair

That the meeting move into Public Excluded session for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded the Board discussed: Personnel matters.

Carried

Motion: Moved Chair

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded session remains confidential to Board of Trustees.

Carried

Next meeting: Monday 31 October 2016 at 5:00 pm

Meeting Closed at 7.45 pm.

APPROVED: _____



CHAIRPERSON

5/12/2016
DATE