

# MINUTES

## BOARD OF TRUSTEES MEETING

**held Wednesday 26 September 2018**

at 7pm in the Staffroom

**PRESENT** Fiona Barker (Chair), Dave Shadbolt (Principal), Claire Alger (Staff Rep), Malua Tipi, Anna Palairet, Nigel Stevenson and Michael Taia (Treasurer).

**STAFF** Judith Howe, Executive Officer

**KARAKIA** The meeting opened with a karakia given by Malua Tipi.

### PRESENTATION

- Year 5 – Carol Elson and the Year 5 team gave a presentation around our new Spiral of Inquiry approach to the PLC's. The approach is different to what we have been using in that it is multi-year level and members of each group focus on a similar goal.
- ICT – the ICT team gave their presentation on the use of Robots and the ICT resources in classrooms to motivate writing and introduce coding to our students.

### 1. AGENDA

**1.1 MOVED by the Chair that the Agenda be ratified with the additions of:**

- **Succession planning for the Board including secondment and co-option**
- **MOE fencing proposal for school property in view of special needs children**
- **Procurement of tender for classroom refurbishment**
- **Resignation from Jesse Lee**
- **Approval for Jump Jam team to compete in Tauranga**
- **Board meeting structure**

**1.2 MOVED by Anna Palairet and seconded by Michael Taia that the Board go into Committee to discuss a sensitive issue. Refer separate minutes. The time was 7.45pm. The Board came out of committee at 8.40pm.**

### 2. MINUTES FROM PREVIOUS MEETING

**2.2 MOVED that the Minutes dated 29 August 2018 be confirmed as a true record.  
(Dave Shadbolt/Anna Palairet, Carried)**

**3.1 MATTERS ARISING FROM PREVIOUS MINUTES: Nil**

### 4.1 CORRESPONDENCE

**4.2 MOVED that the Inwards correspondence be ratified with the addition of a letter of resignation from Jesse Lee, and an MOE letter regarding re-fencing the school.**

**(Michael Taia/Claire Alger, Carried)**

**4.3 Outwards Correspondence - Nil**

**5.1 MATTERS ARISING FROM CORRESPONDENCE Nil**

**6.1 FINANCES: (6.2 – 6.3 were moved together)**

**6.2 MOVED that the minutes dated 25 September of the Finance sub committee be accepted.**

**6.3 MOVED that the Summary Statement of Financial Performance and Statement of Financial Position for July be confirmed.**

**(6.2 – 6.3 Michael Taia/Anna Palairt, Carried)**

**6.4 MOVED that the Board meeting continue beyond 9pm.**

**(Anna Palairt/Michael Taia, Carried)**

**7.1 PRINCIPAL'S REPORT**

**7.2 MOVED that the Principal's Report for September be adopted.**

**7.3 MOVED that the Board reluctantly accept the resignation of Jesse Lee.**

**(7.2-7.3 Dave Shadbolt/Nigel Stevenson, Carried)**

**8.1 GLADSTONE COMMUNITY GROUP – their meeting was being held concurrently with the Board meeting tonight.**

**9.1 POLICY COMMITTEE - minutes dated 3 September were tabled and confirmed.**

**10.1 PROPERTY COMMITTEE**

**10.2 MOVED that the Board confirm the acceptance of the Focus Construction Group tender for the refurbishment project of classrooms in block one.**

**(Dave Shadbolt/Anna Palairt, Carried)**

**11.1 ENROLMENT COMMITTEE – No meeting**

**12.1 ROLL GROWTH – No meeting**

**13.1 GENERAL BUSINESS**

13.2 Board succession planning was discussed with a view to seconding or co-opting members to fill the gaps in areas yet to be targeted, to achieve pre-planning before the Board elections in May next year.

13.3 The Community Survey is being worked on, with the aim to present it to the November board meeting.

13.4 The ERO report has now been released and is on the website, and a copy will also become available to the staff. The plan to give a gift voucher to all staff will be organised

and presented along with a letter signed by all of the Board.

13.5 The quest continues to appoint a suitable Te Reo teacher. A formal job description has been distributed.

13.6 Dave reported that he has contacted the Education Group with the aim of finding a suitable person to carry out an internal review of admin procedures concerning the medical room.

**13.7 MOVED that approval be granted to 11 students to attend the Jump Jam competition 26 – 27 October. (Claire Alger/Nigel Stevenson, Carried)**

13.8 Anna Palairt would like to investigate the structure of school board meetings and will present her ideas for a revised structure to the next meeting for consideration.

**A closing Karakia was given by Michael Taia.**

*There being no further business the meeting closed at 9.40 pm.*

**CHAIRPERSON:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

