



Karakaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

Board of Trustees Meeting, Monday 12 February 2018

Meeting Opened 5.05pm

Present: Adele Loveridge, Scott Penney, Gaylene Murdock, Darlene Clark, Emma Burn, Sarah Hynds, Carla Cook

Apologies: nil

Visitors: Rachael Buxton (parent)

Agenda Items	Discussion Points	Actions to be Taken
1. <u>Administration</u>		
1.1 Present	As above	
1.2 Apologies	As above	
1.3 Appointment of Chairperson and Deputy Chair	<p>Call for nominations for Chairperson SH nominates AL, AL accepted Seconded DC All in favour</p> <p>Call for nominations for Deputy Chair DC nominate SP, SP accepted Seconded GM All in favour</p> <p>Subcommittees to remain as per 2017</p>	
1.4 Declaration of Interests	SH Principal Appraisal to be discussed along with future Appraiser.	
1.5 Confirmation of minutes	Confirmed date of special meeting dates	

<p>1.6 Rachel Buxton (parent) proposal for school house</p> <p>1.7 Matters Arising: See Action Plan</p> <p>1.8 Correspondence</p>	<p>13 Nov 2017. No minutes to confirm.</p> <p>Currently owns Karaka Rd church premises bordering Karaka School/Schoolhouse - would be interested to look at possibility of purchasing the Karaka School house. Just a discussion point at this time. MOE would have to be approached.</p> <p>All complete</p> <p>NZVAS requested information regarding animals in teaching/research. School has an Animal Ethics Policy - we do not have a Conscientious Objection Policy.</p> <p>NZEI Paid Union Meeting on 15 March. Non union members will remain to offer skeleton staff. Parents can collect children due to staffing numbers if preferred..</p> <p>NZSTA AGM invitation - none can attend.</p> <p>Auckland Council invoice received for Discharge Fee. BOT in agreement for SH to dispute this invoice for time charged.</p>	<p>Action: SH and AL to dispute Invoice and advise BOT of outcome</p>
<p>2. <u>Strategic Discussions</u></p> <p>2.1 Election of Chair and Deputy Chair</p> <p>2.2 E Motions</p> <p>2.3 Delegations</p> <p>2.4 Budget Ratification</p>	<p>See above</p> <p>None</p> <p>See below</p> <p>Amendment required to current -\$48,782 deficit. Need to add \$24k PCT Teacher. Therefore deficit for budget being ratified is \$24,782</p>	<p>Motion: EB Ratify budget with consideration for amendment Seconded SP All in favour</p>

<p>2.5 Charter Ratification</p> <p>2.6 PTA requests</p> <p>2.7 Principal Appraisal Report</p>	<p>BOT confirm that they wish to contribute to Astroturf project from Capital budget.</p> <p>BOT approve that PTA can serve wine and cheese at Meet the Parents evening on Tuesday 16th February.</p> <p>See below</p>	<p>Motion: DC Ratify Charter for 2018 Seconded GM All in favour</p> <p>Motion AL BOT to fund up to \$22,885 out of Working Capital as required, under agreement with the PTA that \$10,000 will be repaid to the BOT by 31 December 2018. The remainder of the funds (\$12,285) the BOT will gift to the Astroturf project. All in favour</p>
<p>3. <u>Monitoring</u></p> <p>3.1 Property report</p> <p>3.2 Schoolhouse report</p> <p>3.3 Finance report</p>	<p>Multipurpose build - defects report with KHH to be completed and this can be added to as there is a 6 months defects period past Practical Completion. Funds have been withheld at this stage.</p> <p>Team doing classroom renovations cannot be faulted. Library very close to completion.</p> <p>Both projects have left over contingency funds available though some bills are to come in. Will use funds to complete building projects around the school.</p> <p>School painting work has gone well.</p> <p>Nothing to report</p> <p>Nothing to report. Annual reports and Auditor to contact AL in due course.</p>	

<p>3.4 Principal's report</p>	<p>Pleased to acknowledge Suzanne Corletts skills with leadership responsibility Appraisal sites all set up National Standards are gone - more focus on curriculum progressions going forward First COL meeting coming up Emergency response practise was best the facilitator has seen Surplus furniture being sent to Pacific Island nations again Principal Delegations: Suspending and Stand-down of Students (alongside BOT Chair) Authorise staff members in writing the ability to search seize and retain students property Financial expenditure within budget limitations Employment of staff – teacher and support (alongside a BOT representative for senior management appointments) Allocation of salary units Suspension of Staff (alongside BOT Chair) Managing the banked staffing provisions Staff Appraisals Initial investigations relating to a complaint against a staff member. In the absence of the Principal, the Deputy Principal is delegated these authorities.</p>	<p>Motion AL The BOT authorises the outlined areas to be delegated to the Principal For - 6 Abstain - SH</p>
<p>3.5 Health & Safety</p>	<p>Nothing additional to report</p>	
<p>4. <u>Publicly Excluded Business</u></p> <p>4.1 Confirmation of minutes</p>	<p><u>Into Committee; 6.20pm</u> <u>Out of Committee; 7.00pm</u></p>	<p><u>Motion AL</u> Motion that the public be excluded for Agenda Items for personnel and commercial items in correspondence section 48 of the Local Government Official Information and Meeting Act. The reason being to discuss a matter of personnel and commercial sensitivity. All in favour</p>
<p>5. <u>Meeting Closure</u></p>		

5.1 next meeting		
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Meeting Closed: 7.01pm

Next Meeting: Wednesday, 14th March 2018

Certified as a true and correct record:

Signed: Doveridge Dated: 13/3/18