



Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

Board of Trustees Meeting, Wednesday, 14 March 2018

Meeting Opened 5.05pm

Present: Adele Loveridge, Gaylene Murdoch, Darlene Clark, Emma Burn, Sarah Hynds, Carla Cook

Apologies: Scott Penney

Visitors: PTA - Courtney Webber and Pam Wardenburg (apologies)

Agenda Items	Discussion Points	Actions to be Taken
1. Administration		
1.1 Present	As above	
1.2 Apologies	As above PTA to attend next meeting	
1.3 Declaration of Interests	-	
1.4 Confirmation of minutes	Minutes of meeting 12th February 2018 confirmed and a true and correct record Moved SH Seconded EB	
1.5 Matters Arising: See Action Plan	-	
1.6 Correspondence	<u>AKL Council overdue payment</u> SH has followed up wastewater invoice resulting in overdue payment demand. Staff changes at Council has caused delays - overdue payment is on hold while being investigated. Payment can come from	

	<p>5YA.</p> <p>Dripper line work required some looking at but work is now done. Now needs to be mulched.</p> <p><u>Certificate of Practical Completion</u> Block 1 received, new build also issued incl defects list. Most of list has been actioned by Builders but needs SH to cross check and approve. Kris from Watershed has inspected - agree space and layout is working really well.</p> <p><u>Karaka Sports Park submission</u> KSPT invite BOT to submit. Agree to do.</p>	<p><u>Action: AL</u> Complete submission</p>
<p>2. <u>Strategic Discussions</u></p> <p>2.1 E Motions</p> <p>2.2 Self Review Calender</p> <p>2.3 Policy Reviews</p> <p>2.4 Proposed meeting dates 2018</p>	<p>That a grant application be submitted to Grassroots for \$19,285.00 to cover the shortfall in funding (grants and fundraising) to meet the cost of resurfacing the multi-use asphalt and concrete court area with astroturf.</p> <p>SH seeking thoughts on this. Some additions made.</p> <p>Also need to review Hautu - discuss in June/JULY BOT meeting also. No relevant courses available at this time.</p> <p>2 policies for review currently</p> <ul style="list-style-type: none"> • Home learning • Financial Control and Expenditure <p>Links provided to BOT for feedback</p> <p>Suggested meeting dates provided in BOT folder - twice a term plus allowance for 2 for special topics.</p>	<p><u>Motion AL</u> All in favour</p> <p><u>Action: DC</u> Hautu - Review/research how we are tracking</p>
<p>3. <u>Monitoring</u></p>		

<p>3.1 Property report</p>	<p>Positive comments on how school is looking. Condition Assessment reports being completed prior to presenting to BOT.</p> <p>New school in Paerata Rise will come after houses. No contact from MOE regarding zoning.</p>	
<p>3.2 Schoolhouse report</p>	<p>Nothing to report.</p>	
<p>3.3 Finance report</p>	<p>Numerous questions - reports being clarified with questions but also need to meet with Colleen, EdTech Accounts Services.</p>	<p>Action: SH Arrange meeting with Colleen, Debbie, AL, SH</p>
<p>3.4 Principal's report</p>	<p>Yr 7 / 8 camp to be held at Findlay Park Village as per email discussion.</p> <p>Building review for Asbestos. Does any area need attention at this time? Local builder or seek independent inspector for H&S section of Principals report.</p> <p>Hui resulted in some good actions Breathe coming up</p> <p>Student Achievement At end of 2017, CC pulled apart National Standards and looked at various parameters to determine which groups achievements are the most concerning. This was then shared with and discussed with the BoT</p> <p>Outcome is 2018 Charter Targets. There is a working document to track progress. Key targets include; 2 x reading / 1 x maths / 1 x writing</p> <p>No longer tracking against a National standard - now tracking against the appropriate Curriculum Level. Aim is to meet all targets at the end of 2018 with ongoing reviews and accountability throughout the year.</p>	<p>Action: SH Approach DS (parent) to see if can help to action this</p>

3.5 Health & Safety	<p>Reports will now track progress not just a point in time. Will now be mid and end year reporting not on birthdays and end year.</p> <p>LEA meetings (fortnightly) - Jundles/Seniors teams look at identified priority or target learners. Students can be added via Student Achievement process. Teachers review 1 student per meeting incl work, discuss strategies for that student but also how tools can be used across other students. Reading, writing and maths. Teachers feedback that highly beneficial.</p> <p>Hazard identification check completed with Mr Jeff now working through resulting list.</p>	
<p>4. <u>Publicly Excluded Business</u></p> <p>4.1 Commercial Sensitivity (if required)</p> <p>4.2 Personnel (if required)</p>	<p><u>Into Committee: 6.27pm</u> <u>Out of Committee: 6.32pm</u></p>	<p>Motion AL Motion that the public be excluded for Agenda Items for personnel 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> <p>5.1 next meeting</p>		

Meeting Closed: 6.32pm

Next Meeting: Wednesday, 9th May 2018 TBC

Certified as a true and correct record:

