



Karakaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

Board of Trustees Meeting, Monday 03rd September 2018
Meeting Opened 5.00pm

Present: Emma Burn, Gaylene Murdoch, Darlene Clark, Carla Cook, Sarah Hynds, (Scott Penney - conf call then joined meeting)

Apologies: nil

Visitors: nil

Agenda Items	Discussion Points	Actions to be Taken
1. Administration		
1.1 Present	As Above	
1.2 Apologies	As Above	
1.3 Declaration of Interests	Nil	
1.4 Confirmation of minutes	Moved: CC Second: GM All in favor	
1.5 Matters Arising: See Action Plan	Health Curriculum Implementation - forwarded to BoT 04 Aug. Some language changes required and links. Staff/BoT Event Looked at 4 different options ranging from \$55 to \$70 a head. Original researched option penciled in 24 Nov	<u>Action:</u> SH to reformat and specific/relevant forward to BoT for feedback <u>Action:</u> CC/EB to research more options activity based firm plan by Fri 7th Sept

	<p>Motion Karaka School to continue to work with RSM Hayes Audits Move SH Seconded CC All in favour</p> <p>Watershed required extra info re 10YPP fencing and resubmit which SH has done.</p>	
<p>2. Strategic Discussions</p> <p>2.0 Health Survey - Consultation</p> <p>2.1 E Motions</p> <p>2.2 Maori Engagement/Hui/Hautu Review</p> <p>2.3 Attendance Review</p> <p>2.4 Policy Reviews</p>	<p>SH will put together more information will forward to BoT this week</p> <p>10YPP e motion - Board of Trustees 2018 agree with the alternative plans and are happy for the plans to be re-submitted for consideration Vote Yes (Unanimous decision)</p> <p>DC reported meeting was very good - out of this came a request to be more in line with Treaty of Waitangi and increase use of Maori language in the classroom. Moved from developing stage to integrating so good progress on from 2016. DC attending Treaty of Waitangi Hui on 26 Sept - BoT to look at Hautu doc next meeting.</p> <p>CC been reviewing this. MoE regular attendance rate is 90% min - we have 48 students are below 90% attendance but when you look at individuals there are valid reasons for this. Overall attendance for school is good. 5 students are of concern - 2 of these were also of concern last year and have been referred to Attendance services. Teachers follow up if no specific reasons given and Admin team also review absences and look at patterns.</p> <p>Behaviour Management - would like to look at changing language (ie positive</p>	<p>Action: SH to forward information</p> <p>Action: Add Hautu to agenda for next BoT meeting</p>

<p>2.5 Selection</p>	<p>behaviour and values not discipline plan) Complaints - no suggested changes as this is a good policy with clear process. There are legislative considerations/ requirements to consider and the current policy meets these.</p> <p>Discussed as above</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>3.4 Principal's report</p>	<p>See Principals Report No update on 10YPP as yet - SH/EB met with senior staff (Kris) at Watershed and were impressed with his knowledge and foresight. Alarms - discuss quotes in PEB. Caretaker/Ply shed has had another attempted break in. Police recommend CCTV - also need good lighting which is part of 10YPP</p> <p>Inspection due - EB to do this Wed 5th Sept. House is damp but tenants have dehumidifier and use heat pumps. Ag Day committee to advise no parking around schoolhouse.</p> <p>SH advise budget is tracking in surplus presently but will likely go into deficit but looking to not hit the full deficit we had budgeted for. Staff member not transferred over to bulk grant - Wayne Facer hoping to mop up current staffing deficit. His expertise is very valuable.</p> <p>APPA conference - good experience for CC and SH to experience this together and good attendance from Papakura Principals.</p> <p>PPA Staff Appreciation Day on Fri 7th Sept. Did \$20 Urban Soul voucher per person last year. BoT to provide wine and cheese platter after school on this day.</p>	<p><u>Action:</u> EB/GM complete school house inspection 05 Sep and report back at next meeting</p> <p><u>Action:</u> EB to source wine and platter</p>

<p>3.5 Health & Safety</p> <p>3.6 BoT roles and Responsibilities</p>	<p>Staffing 2019 underway - will talk to all staff individually and once draft is completed, BoT to review then communicate to community.</p> <p>2019 enrolments - few in zone children pre enrolled but inundated with out of zone children. Ballot date 30 Oct - advertise out of zone but don't specify number of spaces available as numbers uncertain at this time. Could change dramatically and quickly ie Paerata Rise is currently in zone.</p> <p>As per Principals report. No further issues.</p> <p>BoT to go into committee to discuss Trustee obligations and the Board Code of Conduct.</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: 6.19pm</u> <u>Out of Committee: 7.01pm</u></p>	<p>Motion SP Motion that the public be excluded for Agenda Items of personnel and commercial sensitivity in accordance with 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: 7.02pm

Next Meeting: Monday, 29th Oct 5pm

Certified as a true and correct record:

Signed:  Dated: 30/10/2018