

"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.	Action: SH to reformat and specific/relevant forward to BoT for feedback
	Staff/BoT Event Looked at 4 different options ranging from \$55 to \$70 a head. Original researched option penciled in 24 Nov	Action: CC/EB to research more options activity based firm plan by Fri 7th Sept

School house - oven door broken. Motion - replace school house oven Move SP All in favour / DC abstain

Tool replacement completed

NZSTA selection process. Need to have actioned within 6 weeks of selection process notification date which is Thurs 6th Sept. BoT have decided to approach Graham Coppock as the selected candidate. SP to make contact and if accepted Graham Coppock will become a full BoT member effective immediately.

Motion

Contact GC in regards to becoming the selected BoT candidate to fill the casual vacancy via selection. Delegate SP the authority as chairperson to offer GC that position
Move EB
Seconded DC
All in favour

1.6 Correspondence

Maintenance report on pipes for sewage services. Jeff looking at action points.

Letters received - items for PEB

Counties Manukau Badminton would like to book various dates Sept-Dec for 6-7pm. Special insurance required for outside users. Hall hire agreement (incl lost key charge) would be signed - provide key to open hall and carpark gates. Local Marching group also interested in hiring space.

RSM Hayes Audit - renegotiating contract 2018-2020. Our auditor cost was slightly higher compared to other companies local schools use - but we have had no issues with their work/communication which other schools have faced.

Action:

GM and EB to get quotes for replacement oven ASAP

Action:

CC to check insurance situation re hire by external parties.

		Motion Karaka School to continue to work with RSM Hayes Audits Move SH Seconded CC All in favour Watershed required extra info re 10YPP fencing and resubmit which SH has done.	
	2. <u>Strategic Discussions</u>		
(2.0 Health Survey - Consultation	SH will put together more information will forward to BoT this week	Action: SH to forward information
*	2.1 E Motions	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)	
	2.2 Maori Engagement/Hui/Hautu Review	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.	Action: Add Hautu to agenda for next BoT meeting
	2.3 Attendance Review	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.	
	2.4 Policy Reviews	Behaviour Management - would like to look at changing language (ie positive	

r			
	2.5 Selection	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. Discussed as above	
	3. <u>Monitoring</u>	·	
T. T	3.1 Property report	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	
	3.2 Schoolhouse report	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.	Action: EB/GM complete school house inspection 05 Sep and report back at next meeting
	3.3 Finance report	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.	
WARRING THE PROPERTY OF THE PR	3.4 Principal's report	APPA conference - good experience for CC and SH to experience this together and good attendance from Papakura Principals. 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.	Action: EB to source wine and platter

(

3.5 Health & Safety 3.6 BoT roles and Responsibilities	Staffing 2019 underway - will talk to all staff individually and once draft is completed, BoT to review then communicate to community. 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. As per Principals report. No further issues. BoT to go into committee to discuss Trustee obligations and the Board Code of Conduct.	
4. Publicly Excluded Business 4.1 Commercial Sensitivity (if required) 4.2 Personnel (if required)	Into Committee; 6.19pm Out of Committee; 7.01pm	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
5. Meeting Closure		
5.1 next meeting		

Meeting Closed: 7.02pm

Next Meeting: Monday, 29th Oct 5pm

Certified as a true and correct record:

Signed:

Cover Dated: 30/10/2013