



# Karakaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

"Ka whangaia, ka tupu, ka puawai."

Board of Trustees Meeting, Monday 11 February 2019  
Meeting Opened 5.00pm

**Present:** Gaylene Murdoch, Carla Cook, Sarah Hynds, Scott Penney, Graham Coppock, Darlene Clark, Lynne Fell

**Apologies:** Emma Burn

**Visitors:** nil

Agenda Items	Discussion Points	Actions to be Taken
<b>1. Administration</b>		
1.1 Present	As Above	
1.2 Apologies	As Above	
1.3 Declaration of Interests	Nil	
1.4 Confirmation of Previous Minutes	Moved: DC Second: GM All in favor	

<b>1.5 Election of Officers</b>	<p>Appointment of Chairperson &amp; Deputy Chairperson Lynne Fell chaired this section of the meeting.</p> <p><i>Chairperson</i> Nominated: Scott Penney Moved: SH Second: GM All in favor</p> <p><i>Deputy Chairperson</i> Nominated: Emma Burn Moved: GM Second: GC All in favor</p>	
<b>1.6 Election of Sub Committees</b>	<p>Personnel - SH, SP, CC</p> <p>School House - GM &amp; EB</p> <p>Property - GC, SP, SH, CC</p> <p>Finance - CC, SH</p> <p>Cultural - DC</p>	
<b>1.7 Delegation of Authorities</b>	<p>Delegated Authorities.</p> <p>Move to delegate authorities as per February Principals Report to the Principal and in her absence, the Deputy Principal</p> <p>Moved: SP Second: GM All in favor</p>	
<b>1.7 Matters Arising: See Action Plan</b>	<p>Hautu Review - Next step for the review is to Meet with team to evaluate against indicators, attach evidence and set next steps. <i>December Action:</i> DC to organise.</p> <p>Hall Maintenance Plan <i>December Action:</i></p>	<p>Another meeting required - DC to organise to meet with Glovers and K. Peters</p> <p>GC &amp; SP - monitor deterioration, have a</p>

	<p>SP &amp; GC to organise. GC took photos, cosmetic repairs, nothing major, regular cleaning required, gutters to be cleaned out regularly</p> <p>Storm Water <i>December Action:</i> SP &amp; GC to investigate. SP awaiting contact with Council.</p>	plan in place, timeline of maintenance
1.8 Correspondence	<p>To be discussed:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2 items for PEB (quotes)</li> </ul>	
<p><b>2. <u>Strategic Discussions &amp; Decisions</u></b></p> <p>2.0 Discussion Points</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hall maintenance plan</li> <li><input type="checkbox"/> Storm Water - Feedback</li> <li><input type="checkbox"/> Hautu</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> As above</li> <li><input type="checkbox"/> As above</li> <li><input type="checkbox"/> As above</li> </ul>
2.1 Policy Reviews	As per principals report	
2.2 Decisions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Strategic/Annual Plan - <b>Motion:</b> Move to approve the 2019 strategic/annual plan and submit to MoE Moved: DC Second: GM All in favor</li> <li><input type="checkbox"/> Analysis of Variance - <b>Motion:</b> Move to approve the 2018 Analysis of Variance and submit to MoE Moved: SP Second: CC All in favor</li> <li><input type="checkbox"/> Budget 2019 - Ratification <b>Motion:</b> Move to ratify the 2019 budget. Moved: GM Seconded: CC All in favor - carried</li> <li><input type="checkbox"/> Self Review Calendar 2019</li> </ul>	Let SH know if you

	<input type="checkbox"/> Meeting Dates 2019 Twice a term. 25th March, 13th May, 24th June, 12th August, 16th September, 21st October, 2nd December	require anything else
<b>2.3 E Motions</b>	<u>February 1st</u>  Move that the 5YA is amended by re-allocating funds from the block 5&9 upgrade (Pukeko & Pateke Rooms) along with the 5YA contingency funds so that the required roofing repairs can be undertaken. Moved: SH Seconded: GC All in favor - carried  Move that DLM Architects are engaged to undertake the design phase for the Block 2 upgrade. Moved: EB Seconded: DC All in favor - carried	
<b>2.4</b>	Bot Elections - Election of Returning Officer  Move to appoint Debbie Withers as the Returning Officer for the 2019 Board of Trustees Elections Moved: SH Seconded: DC All in favor - carried	
<b>3. <u>Monitoring</u></b>		
<b>3.1 Property &amp; Health &amp; Safety report</b>	The whole school was cleaned over the holidays. Hall was also painted externally. 5YA projects underway. No H & S incidents to report. Class environment checks and H & S Quiz in school handbooks completed during team meetings.	
<b>3.2 Schoolhouse report</b>	Water pressure issues. Plumber is working through this.	
<b>3.3 Finance report</b>	Financial reports as per folder. Taken as read	

<b>3.4 Principal's report</b>	Taken as read. Strategic dialogue and discussion undertaken as per above.	
<b>3.5 Personnel Report</b>	Temporary Caretaker now permanent	
<b>3.6 Cultural Report</b>	Hui to be set. Looking at uniforms. Successful powhiri today.	As per 1.7 above
<b>3.7 Curriculum, Progress &amp; Achievement Report</b>	Local Curriculum reviewed at end of 2018. Targets communicated and visible, learners identified and support programmes put in place.	
<b>4. <u>Publicly Excluded Business</u></b> <b>4.1 Commercial Sensitivity (if required)</b>	Motion: SP 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 commercial sensitivity. All in favour	6.09pm 6.22pm
<b>4.2 Personnel (if required)</b>	Motion: SP 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. All in favour	
<b>5. <u>Meeting Closure</u></b> <b>5.1 Next Meeting</b>	Agenda Items:  25th March 2019	

**Meeting Closed: 6.22pm**

**Next Meeting: Monday 25th March 2019**

**Certified as a true and correct record:**

Signed:  Dated: 25 March 2019