



Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

Board of Trustees Meeting, Monday 13 May 2019
Meeting Opened 5.00pm

Present: Gaylene Murdoch, Carla Cook, Sarah Hynds, Graham Coppock, Emma Burn, Darlene Clark, Lynne Fell

Visitors:

Apologies: Scott Penney

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 Previous Minutes	Moved: SH Second: GC All in favor	

<p>1.7 Matters Arising: See Action Plan</p>	<p>Hautu Review - <i>Meeting took place, increased numbers, ahead of target, great resources, community involvement</i></p> <p>Hall Maintenance Plan - <i>GC template, 5y and 10y plan for monitoring</i></p> <p>Storm Water - <i>SH and SP to draft a letter to Lecister at the Ministry. An email was received prior to the letter being drafted that meant direct contact was required. SP</i></p> <p>Board Training - <i>CC found NZSTA courses</i></p> <p>Guttering - <i>Schoolhouse and School - Walker Property Services quote received.</i></p>	<p>SH and DC to look over Hautu document</p> <p>Once a year go through document, GC will forward</p> <p>SP contacted Ministry and Mr Guy, meeting to take place. GC and SP to liaise</p> <p>CC to send out login details</p> <p>CC to check with caretaker, weekend clean, GC can supply mobile scaffolding if required</p>
<p>1.8 Correspondence</p>	<p>To be discussed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NZSTA - BoT Election Memos. SH spoke about election process <input type="checkbox"/> Banked staffing - use Wayne Facer's expertise <input type="checkbox"/> NZEI Meetings - SH spoke about reasons. 1 day strike 29th May. Board consensus to close school <input type="checkbox"/> Personnel Letter (PEB) 	
<p><u>2. Strategic Discussions & Decisions</u></p> <p>2.0 Discussion Points</p>	<ul style="list-style-type: none"> <input type="checkbox"/> ERO - visiting in week 8 (17 - 21 June). Awaiting a timetable. BoT will meet with reviewers upon arrival and again at the conclusion of their visit. BoT Assurance Statement completed. <input type="checkbox"/> Hall Maintenance Plan (as per matters arising) <input type="checkbox"/> Storm Water (as per matters arising) 	<ul style="list-style-type: none"> <input type="checkbox"/>

	<ul style="list-style-type: none"> ❑ Hautu Documentation - DC and SH to look at progressions using review tool ❑ Trustee Elections discussed. Timeline included in Principal's report. 	
2.1 Decisions	<p>Motion: Guttering</p> <p>Discussion re timing of AG Day. Consensus that AG day will be held on September 21st 2019.</p>	Decided to look at other options first-see 1.7
2.2 E Motions	N/A	
2.3 BoT Training	Nothing to discuss - as above	
3. <u>Monitoring</u>		
3.1 Property & Health & Safety report	<p>Roofing - Block 1 and 5 was completed over the Term 1 break.</p> <p>Fencing project undertaken prior to the end of term Still waiting on the gates to be fitted to complete this job.</p> <p>Block 2 Renovation - QS was received and then revised. Authorisation to start tender process given. (see Principal's report)</p>	Detailed set of drawings being done
3.2 Schoolhouse report	GM - everything fine except one broken window from a stone flicked up by lawnmower	Spray weeds - CC to tell caretaker
3.3 Finance report	Financial reports as per folder. Taken as read - Monthly Financial, Annual Report, Management Report - tracking well	Any questions SH will check with EdTech
3.4 Principal's report	Taken as read. Strategic dialogue and discussion undertaken as per above.	Board Assurance Statement and Checklist has been completed by SH and CC
3.5 Personnel Report	One teacher resignation received. A replacement has been found for the remainder of 2019.	

	An advertisement for a New Entrant position has been submitted.	
3.6 Cultural Report	Multicultural Festival was a huge success. Lots of positive comments about the high quality of our performance. More opportunities will be sought to perform. Matariki Inquiry is underway. CC presented Cultural Report	Cultural students keen to have a stall at Ag Day
3.7 Curriculum, Progress & Achievement Report	Special Needs including Gifted & Talented report. CC reported: As included in Board package, identify who needs additional support, thanks too to our amazing volunteers, teachers with expertise	Any questions at any time please see CC
4. <u>Publicly Excluded Business</u> 4.1 Commercial Sensitivity (if required)	N/A	
4.2 Personnel (if required)	Motion: SH Motion that the public be excluded for Agenda 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 - carried Moved: EB Seconded: DC All in favor - carried	6.26pm 6.32pm
5. <u>Meeting Closure</u> 5.1 Next Meeting	Agenda Items: 17th June for Board meeting with ERO - apologies from GM	

Meeting Closed: 6.35pm

Next Meeting: Monday

Certified as a true and correct record:

Signed:  Dated: 24/07/2019