

BoT Minutes Feb 8th 2018 @ 6pm

1. Administration

- 1.1. Roll call Present: Matt, Kris, Eve, Jackie, Ines, Elaine, Jo. Apologies: Gary
- 1.2. Declaration of interests: Jackie request for leave
- 1.3. Confirmation of previous minutes
 - 1.3.1. deferred to next meeting
- 1.4. Correspondence
 - 1.4.1. Jackie re leave request
 - 1.4.2. NZSTA resource annual
 - 1.4.3. Support Staff in Schools
 - 1.4.4. NZSTA Gazette

2. Discussions & Decisions

- 2.1. Matters Arising: Jackie's request for leave. Discussed. Eve moves that BOT grant Jackie leave from April 30 - May 11. Kris seconds, Passed unanimously.
- 2.2. Appoint Chair : Matt is open to continuing. Thank you Matt!
- 2.3. Principal's Performance Agreement approval
 - 2.3.1. Jo moves that we accept the performance agreement, Jackie seconded, passed unanimously.
 - 2.3.2. Noted that Eve will update procedure doc with regard to procedure for Principal if sick for longer than 2 days.
- 2.4. Schedule of Delegations
 - 2.4.1. Matt to be put on as bank signatory and Keith removed. Jackie to do.
 - 2.4.2. Elaine moves that we accept the schedule of delegations with no change, Matt seconds, passed unanimously.
- 2.5. Conflict of Interest register
 - 2.5.1. Jo will send a document for each BOT member to fill in and we will table this at the next meeting. (n.b see education.govt.nz for form)
- 2.6. Finalise Charter
 - 2.6.1. Eve is appreciative of the BOT's interaction with this document.
 - 2.6.2. Discussion about nature of school with regard to Staff breaks. We look at our legal responsibility and what happens presently. Principal to take lunch break off site where possible (as we have no separate staffroom).
 - 2.6.2.1. Jo moves that we accept the charter with changes, seconded by Jackie, passed unanimously
 - 2.6.3. Budget
 - 2.6.3.1. Changes discussed. A quarter of our budget goes on managing finances and audits. Jackie will look into audit costs which are a huge part of our finances.
 - 2.6.3.2. Kris moves that the budget for 2018 approved, Jo seconds, passed

Chair Person 8/2/18 7:41 AM

Comment [1]: Jackie will look into audit costs which are a huge part of our finances. +nzjackie23@gmail.com
Assigned to Jackie Howard

unanimously.

2.6.4. Staff hours

2.6.4.1. In the budget - approved end of last year.

2.6.4.2. Discussed BOT hours and Matt will complete BOT FTE tracking form by monday (directing any questions to members as required).

2.7. Meeting procedure

2.7.1. Ines speaks to this. Updating language. Becoming more efficient. Any changes would be updated in governance policy and minuted to effect change.

2.7.2. Discussion about usefulness and relevance of card system.

2.7.3. Legally able to operate on consensus.

2.7.4. Ines will rework current BOT meeting procedure and policy.

2.7.5. BOT members are invited to attend a meeting at Eathsong to see card system in action

2.8. AOB

2.8.1. Eve will send BoT the worksafe update info about driveway. Worksafe advice is for BoT to remove liability altogether i.e. lock gate. The new health and safety and old integration document is in conflict, Worksafe advises that the new/current Health and Safety regulations would hold legal sway over the integration doc .

2.8.2. Discussion about next possible steps. Positive behavioral changes are happening, and monitoring is continuing.

2.8.3. If there are letters re driveway needing to be delivered, Matt will deliver in person to add personal interaction.

2.8.4. Eve will send info with regard to Health curriculum on sexuality (intermediate club) to BOT and Parents of children involved in this curriculum asap, so that Parents are able to feedback at Parent Meeting coming Monday, and BOT can then set the relevant curriculum agreements. Please BOT to look out for Health Curriculum doc to make any changes/agree upon so this part of the curriculum can begin asap.

2.8.5. The proprietors have had to do some water supply building work - broken drain fixed, tempering valve installed.

2.8.6. Broken window in the kitchen has been fixed temporarily not replaced.

2.8.7. Police vetting documents to be given to new residents via Eve/Elaine.

3. Meeting Closure

3.1. Identify agenda items for next meeting

3.1.1. Review of Ines' first round of revisions on meeting procedure.

3.2. Comments on meeting procedures and outcomes

3.2.1. A lot of business and we made it through

3.2.2. Appreciate looking at process

3.2.3. Pre-preparation useful

Chair Person 8/2/18 7:41 AM

Comment [2]: Discussed BOT hours and Matt will complete BOT FTE tracking form by monday (directing any questions to members as required).
+matt.abraham.nz@gmail.com
Assigned to Matt Abraham

Meeting Evaluation

1. What do you think was the most important item we discussed?
 - a. Budget, self care,
2. What do you think was the least important item we discussed? n/a
3. Do you think we worked effectively as a team? If not why not?
 - a. acknowledge Eve for annual charter, Jackie sorting out budget, BoT working as a team.
4. Did you feel able to participate fully? If not why not?
5. What for you would make our meetings more enjoyable and more effective?
 - a. continue with dinners. Ines will provide food next time.