

BoT Minutes Mar 5th 2018 @ 6pm (opened 6.15 - 9.00pm)

1. Administration

- 1.1. Roll call Present Matt, Ines, Jackie, Elaine, Gary, Jo, Kris arrives 6.24
- 1.2. Declaration of interests
- 1.3. Confirmation of previous minutes (feb). Jo moves that we accept the February minutes with addition to correspondence of email from Jo to BOT appraising BoT of Parents decision in regard to donations and Eve's email to parents re donations. Eve seconds, passed unanimously.
- 1.4. Confirmation of November minutes (deferred from last meeting)
Jackie moves that the Nov minutes be accepted with time amendments to point 5 in regard to Sue's hours - should read 26hrs rather than 2/5, this be accepted. Matt seconds. Passed unanimously.
- 1.5. Matters Arising from last meeting:
Eve will send info re Worksafe in regard to driveway.
Conflict of interest register - Jo will circulate at this meeting to fill in.
Matt to add himself to bank signatories and Keith to be removed.
Eve to complete document re procedure for absence.
- 1.6. Correspondence
NZSTA Gazette
NZEI - Notification of Paid Union meetings

2. Discussions & Decisions

- 2.1. NAG 1
 - 2.1.1. Assessment and Evaluation
Eve moves that this be accepted. Jo seconds. Passed unanimously.
 - 2.1.2. Curriculum Delivery
Elaine moves that this be accepted with changes. Jo seconds. Passed unanimously.
- 2.2. NAG 2
 - 2.2.1. Reporting to Parents
Jo moves that this be accepted. Matt seconds. Passed unanimously.
- 2.3. NAG 3
 - 2.3.1. Police Vetting
Discussed. Eve to find out what the ramifications would be if a potential buyer's vet reveals concerns. Eve to make changes to Doc and to go back to Proprietors. How does this relate to random visitors e.g. friends of families...awareness around this for parents to be responsible for parents. Parent rep to remind parents of the responsibility they have for any visitors they bring, and also to clear with Principal.
 - 2.3.2. BOT Meeting Process
Discussion about use of cards, reason for changes. Talk about how it will manifest. Maybe we should give cards a trial. Discussion about this. We decide to have cards available for next meeting. Ines will update clarity re language changes. Ines will look at the marry up between this new Meeting Process document and the existing code of conduct. Thank you to Ines for this.
- 2.4. NAG 5

2.4.1. Eve sends: "NAG 5: Health curriculum" is the draft statement that explains our approach to sex ed at Timatanga—what we will do and how we will consult. It draws heavily on the MoE Sexuality Education Guide for Principals Boards and Teachers. There is a link to this informative guide in the draft statement. The board must make sure that whanau are happy with this draft statement before we can ratify it. "Y7-8 Health Syllabus" is a content overview for this year's Y7-8 sex ed programme. I will be sending this to parents of the students who will be involved to consult with them, and I will also go over it again on Thursday with the children to ensure that it tallies with what they want.

Approved as draft via e.mail by Elaine, Gary, Matt, Kris, Jackie, Jo
Syllabus has been approved by parents of children involved. Parent reps to take NAG5 Health Curriculum to parent meeting for consultation.

2.4.2. NAG 5 School Trips

Elaine moves that we accept this, Jo seconds, passed unanimously.

2.5. Playground rebuild

Need to create a new property team and work plan. Eve will discuss playground design detail with Ines and Kris at camp. Eve will collate in release time and give all relevant info to Gary. Gary will make visual diagramme in 3 weeks; Kris could put numbers to costing for materials, labour in consultation with Gary, Once that is done, we need two other quotes (Jo to follow up quotes - Ali and Kirsty may have some ideas for this). At which point we will need some funding - we will ask Kirsty about helping with this.

3. Monitoring

3.1. Property maintenance

3.2. Financial Update - not due til' end of month.

3.3. Principal's report - Playground safety. Driveway Report tabled. Gary recommends a joint BoT, Proprietor, MoE meeting to provide clarity around responsibility and liability. Situations and responsibilities discussed. Fay's recommendation from Worksafe reflects Gary's suggestion. Difficulty with various legal bodies giving differing views. Board Chair to ring NZSTA (Cris France) to ask to come to meeting, and Eve will invite a Worksafe representative and MoE, and Elaine to contact with APIS - in order to coordinate a meeting with BoT. Once agreement for meeting made, Matt will coordinate a date for meeting.

Jackie suggests driveway reports being in a book. Jo will remind at parent meeting for events to be recorded. Eve has sent emails informing proprietors when children are not going to be at the school.

3.4. Proprietors report - perimeter fence approved - 2 more quotes coming. Eve has received 4 of 17 proprietors' vet applications.

Elaine will take new Police Vet Policy back to Proprietors when approved.

4. Meeting Closure

- 4.1. Identify agenda items for next meeting
 - 2.5.1. BOT roles and responsibilities
 - 2.5.2. Code of Conduct
 - 2.5.3. Responsibilities of Principal
 - 2.5.4. Reporting to the Board
 - 2.5.5. Principal's Performance Appraisal
 - 2.5.6. Relationship between the BOT
- 2.6. Police Vet
 - 2.6.1. Driveway
- 4.2. Comments on meeting procedures and outcomes
- 4.3. Preparation for next meeting (Thurs 26 March)

Meeting Evaluation

1. What do you think was the most important item we discussed?
 - a. driveway
2. What do you think was the least important item we discussed?
3. Do you think we worked effectively as a team? If not why not?
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?