

BoT Minutes April 3rd 2018 @ 6pm - 7.50pm

1. Administration

- 1.1. Roll call Matt, Elaine, Gary, Kris, Jo. Apologies from Jackie, Ines, Eve.
- 1.2. Declaration of interests - n/a
- 1.3. Confirmation of previous minutes: Matt moves that they are accepted. Agreed unanimously.
- 1.4. Correspondence: Deferred (in locked office)

2. Discussions & Decisions

2.1. Matters Arising?

- 2.1.1. Driveway progress - info from Worksafe? Meeting progress re seeking resolution with relevant parties? In process
 - 2.1.2. Reporting to parents - didn't happen due to parent meeting cancellation. (NAG 5 Health Curriculum, parents responsibility for visitors, Driveway register reminder)
 - 2.1.3. Conflict of interest register - Jo will circulate at *this* meeting to fill in.
 - 2.1.4. Matt to add himself to bank signatories and Keith to be removed. Still to do.
 - 2.1.5. Eve completed the requested document re procedure for Principal's absence. Thank you. BoT has provided feedback via Chair for Eve to include.
- 2.2. NAG 3 Police Vetting : Elaine has distributed consent forms. Some have come back and some haven't. Elaine moves that we accept this document as is. Gary seconds. Passed unanimously. Elaine will disseminate this info to interested proprietors.
- 2.3. Annual Report: Discussion deferred until Jackie can be present. If required this could be approved via e.mail.
- 2.4. Governance Policies
- 2.4.1. Code of Conduct: BoT members read and agreed to abide by this. Policy passed unanimously.
 - 2.4.2. Responsibilities of Principal: BoT members have reviewed this and agree with this. Passed unanimously.
 - 2.4.3. Reporting to the Board: BoT has read and reviewed and agreed to this. Passed unanimously.
 - 2.4.4. Principal's Performance Management Policy: BoT has read and agrees in principle with this document, but query re point 5 - the "concurrency payment" (what is this?) and would like to see consistency with use of wording where BoT/delgate's responsibilities articulated.
 - 2.4.5. Relationship between the BOT and the Principal: BoT have read this and agree with the document. Passed unanimously
 - 2.4.6. Meeting Process continuation / finalisation: Deferred until Ines present
- 2.5. Playground upgrade - Vision: Ines has sent the design planning document today. Next steps is for Gary to be able to have a clear playground over weekend to get the final design doc happening. Gary able to have design to

show by next BoT meeting. Ines to tag the photos to specific areas so Kris is able to see how big/where/what for costings.

3. Monitoring

- 3.1. Property maintenance: (see proprietors report)
- 3.2. Financial Update: Defer until Jackie present.
- 3.3. Principal's report: Ergonomic Keyboard needs to be replaced (same again). Kris kindly offers his Noel leeming voucher. Microsoft Sculpt Ergonomic Keyboard/keypad and mouse wireless \$154 through Computer Food - Jo will order tomorrow.
 - 3.3.1. Great to see charter targets are being actioned. Re charter target 4 - How are the targeted Teacher breaks working? We will wait to hear from teachers...
- 3.4. Proprietors report: Fence plans (and quotes) have been taken back to property team, but hasn't been approved via proprietors yet. If it can't be approved before school holiday, the Fencer has said main work can be completed over a weekend. Gary will provide Elaine with a fence picture. Sooner the work can be done the better - esp before winter sets in.

4. Meeting Closure

- 4.1. Identify agenda items for next meeting
 - 4.1.1. NAG3 Principals Sick Days
 - 4.1.2. Financial Update
 - 4.1.3. Hopefully BoT to meet with rep's from Worksafe/MOE/NZSTA & APIS representatives re clarity of driveway responsibilities etc.
 - 4.1.4. Principals Performance Management Doc revisited if needs to be ratified.
 - 4.1.5. Playground next steps.
- 4.2. Comments on meeting procedures and outcomes: Need to check planning for clashes of meetings with holidays. Really need to be getting the jobs we agree to do done. It is really helpful to have the pre reading info in the Google doc folder appropriate to the meeting month.
- 4.3. Preparation for next meeting: Next meeting time deferred to 6pm Thurs 3 May to avoid being in middle of school holidays. Gary will do food :-) Thanks.