

BoT Minutes May 31st 2018 @ 6.30 - 8.30pm

1. Administration

- 1.1. Roll call: Apologies: Eve, Jackie. Present: Matt, Elaine, Ines, Kris, Gary, Jo
- 1.2. Declaration of interests: N/A
- 1.3. Confirmation of previous minutes : Gary moves that the minutes are accepted with change that 2.1.1 action is for Eve rather than Matt, passed. Thanks Ines for doing minutes last time.
- 1.4. Correspondence
 - 1.4.1. NZSTA Education Gazette
 - 1.4.2. NZSTA invitation to send delegate to AGM
 - 1.4.3. NZEI notification of union meetings

2. Discussions & Decisions

- 2.1. Matters Arising from Last meeting
 - 2.1.1. IMPAC update - IMPAC say not to go to worksafe for advice, rather make complaint to worksafe. Any buisness tradespeople coming in unrelated to school are the responsibility of the person (PCBU) undertaking the buisness (i.e.not school). Elaine will send the letter from IMPAC clarifying this to be included in minutes.
How often ought we to complain?
- 2.2. Driveway Update:
 - 2.2.1.
 - 2.2.2. Incident report tabled - more incidents this month!! :(
 - 2.2.3. Gary suggest that our policy is sent or attached to cars entering the playground in breach of our policy.
 - 2.2.4. Work safe website <https://worksafe.govt.nz/notify-worksafe/incident/> .
Going forward any serious breaches will be reported by Eve or BOT member to worksafe.
 - 2.2.5. Parents need to know to sign any reports made - parent rep to take back to parents.
 - 2.2.6. New people living here need to be made aware of our policy - Gary will talk them.
 - 2.2.7. In view of the recent info from IMPAC the meeting proposed with various driveway info people - may no longer be necessary.
 - 2.2.8. Fay has suggested getting aerial map and showing areas that school actually uses - helpful to clarify areas of use - this may be useful in terms of clarifying our use re playground/driveway, but also gives indication as to school use for MOE purposes and to clarify any areas of responsibility (e.g. trees/fences). Gary is happy to get the map and will liase with Elaine over drawing on it.
- 2.3. Policies for review:

- 2.3.1. Nag 3 Reporting to the Board
- 2.3.2. Principal's Performance Appraisal
- 2.3.3. Relationships BOT Principal
- 2.3.4. NAG 3 Police Vetting
- 2.3.5. Nag 4 Assets
- 2.3.6. Nag 4 Attendance Dues
- 2.3.7. Nag 4 Financial Management (Policy)
- 2.3.8. Nag 4 Property Development
- 2.3.9. Nag 4 Theft and Fraud Prevention
- 2.3.10. Nag 4 Cheque Payment of Accounts
 - 2.3.10.1. All the above policies for review will wait until there is clarification around what we have already passed. Jo will check.
- 2.3.11. Nag1 Role Models : Jo moves that we accept with changes. (<https://docs.google.com/document/d/1zm-Wa9ZVpPlzFRyBhEwX46wgha15AH-a0ZxT3BtEAek/edit?usp=sharing>) Gary seconds, Passed unanimously.
- 2.3.12. BOT Meeting Procedure : Ines will present again next time taking in conversations had about this (n.b. combining list of BOT responsibilities with the meeting procedure doc (creating 1 document, instead of current 2), bearing in mind clarity and accessibility for new BOT members, which will be upcoming next year).

3. Monitoring

3.1. Property maintenance

- 3.1.1. Bark top up (see report). Proprietors have been advised they can pay for bark top up this time from policy 1, but with the proviso that parents/school take responsibility here on in for the cost of this. We discuss the ramifications and possible options for this. Pitchforking the bark regularly will also help to maintain the bark - could be added to working bee jobs (1 or 2 x per year). Elaine will check with Fay for the measuring stick to see where the areas are that need more bark - bark can be redistributed and/or "fluffed" up. Elaine will take back word from BOT to proprietors to order bark. Playground planning needs to have a maintenance component built in (n.b. bark would be better to be dropped off in summer). Kris will check bark height on tuesday.
- 3.1.2. Barn storage: there are problems with leaking in the barn and also a hazard on deck with boards cracking (alert needs to go to parents). There are also issues with making/identifying necessary repairs due to overload of things in there. In meantime there is no clear division between school and proprietor use; perhaps with a clear agreement there could be more incentive from school to help with mending? Could school put document from parents to Proprietors asking for a formalising agreement for the 3rd front of the barn to be used by school, and in return offering time/expertise in mending. Parent rep (Jo) to take

to parent meeting and write this proposal up.

Firstly Kris will liase with Elaine to evaluate work to be done to check feasibility of repairs.

- 3.2. Annual report: Tabled and accepted by BOT. Matt will sign with Eve tomorrow.
- 3.3. Playground Update: Gary tables his pictures. Gary to send jpegs to Ines and Eve. Proposed structures will need to be priced to apply to a funding stream. Ines will send proposal to playground Guy to check over (and quote) at which point we will be need another quote also and THEN we can apply for funding! Jo will check with Eve/Jackie re any submission timeline targets and requirements... (14th June?).
- 3.4. Financial Update - Deferred until Jackie can be present.
- 3.5. Principal's report : Policies to be reviewed; Jo will check re what has been done and what is outstanding - and clarify with Matt before next meeting agenda set.
- 3.6. Proprietors report : Tabled. Thank you Elaine.

4. Meeting Closure

- 4.1. Identify agenda items for next meeting:
 - 4.1.1. Playground meeting
 - 4.1.2. Procedures
- 4.2. Comments on meeting procedures and outcomes:
 - 4.2.1. Big ups to Gary for preparing the playground design! Thanks!
 - 4.2.2. Meeting was difficult to have without any staff present.
- 4.3. Preparation for next meeting
- 4.4. Next meeting is 26th June 6pm - Elaine will check via e.mail that we can make all make it.
- 4.5. Jo will do food next time.

Meeting Evaluation

1. What do you think was the most important item we discussed?
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?