

BoT Agenda January 31st 2019 @ 6pm

1. Administration

- 1.1. Roll call
 - Present: Eve, Gary, Elaine, Matt, Jo, Ines, Jackie
 - Apologies: Kris
- 1.2. Declaration of interests n/a
- 1.3. Confirmation of previous minutes.
 - 1.3.1. Accepted unanimously with changes
- 1.4. Matt appointed unanimously as Chair.
- 1.5. Correspondence In
 - NZSTA: NZSTA Magazine
 - MoE: Education Gazette
 - BDO: Proposal to conduct the audit of Timatanga Community School on behalf of the Auditor-General for the 2018,2019, and 2020 financial years
 - MoE: Supplementary Deed to the Integration Agreement
- 1.6. Correspondence Out
 - BOT to parents re Donations

2. Discussions & Decisions

- 2.1. Matters Arising
 - 2.1.1. Matt and Eve to complete action sending Driveway Policy to Elaine so proprietors can check compatibility with Proprietor agreement.
 - This has been uploaded on the drive into the policies folder.
- 2.2. Playground next steps
 - 2.2.1. Fay tabled her Document - State of the Playground.
 - 2.2.2. Eve to put the shortening of the old playground structure footings (3 that sit above soil height) on the Parent Working bee to do list. Also concrete to be removed from poles that are out and taken to recycling. Finish soil dig out (and any removal). Spare metal removed (upcycle?)
 - 2.2.3. Matt will take Fay's photos of metal and post on TradeMe - any spare metal to be taken to recycling. Out of bounds tape to be put up around playground.
 - 2.2.4. The first task (aside from the jobs above) we see from this discussion is to check the viability of the current fort structure.
 - 2.2.5. Fay (in her expertise and kindness) has offered to liaise with her playground contacts (3 firms to get quotes and info) to explore the fort viability.
 - 2.2.6. In the best case - the fort is viable - we order monkey bars and swing and install. At that point we will need to make next decisions including when cushion fall is installed. Basket swing installment we feel ought to be installed by professionals.
 - 2.2.7. We are very appreciative of Fay's hard work.
 - 2.2.8. The board authorizes Jackie and Ines to seek funding for the playground upgrade as soon as they receive the 3 quotes from Fay. Actual amounts to be notified upon receipt of quotes, which will require an email decision. BOT to be aware of this and to regularly check emails in a week's time.
- 2.3. Board Self Evaluation
 - 2.3.1. The 3 big events for the BOT this year are BOT Elections/continuity, New Teacher position, Playground.

- 2.3.2. An area we could improve on is our timing.
- 2.3.3. At the beginning of a meeting we could discuss how long to give to items on the agenda. Not repeating ourselves in meetings.
- 2.3.4. Stick to dates agreed upon at meetings - not changing if it has been agreed at previous meeting.
- 2.3.5. All reports and minutes to arrive in timely fashion. Online file structure sorted (Jo to do with Matt).
- 2.3.6. Reviewing tasks that have been agreed upon - can be done via reports. This to be addressed in the matters arising (Proprietor report template could be useful template for reports?)
- 2.3.7. Reassess the amount we put into the meetings in co-ordination with workplan.
- 2.3.8. Previous reading is essential to streamlining meetings.
- 2.3.9. Staff to be present at meetings.
- 2.3.10. Food is working - we have a roster.
- 2.4. Principal's performance Appraisal is in the office. Eve gives her approval for any BOT member to read this (this is a private document under Privacy Act).
- 2.5. Future Principal's Performance Agreement discuss & approve with changes:
Matt and Eve have created a template and will circulate this document for review and feedback over the weekend.
- 2.6. Staff Hiring Process agreement:
Recruitment will be done by a sub-committee (of Principal, Jackie, Sue, Jo (or another parent rep), Matt & Elaine). Feedback will go back to BOT at each step and any agreements or selection will be made in consultation with full BOT.
- 2.7. BOT special meeting with prospective parents is scheduled for Sat 16th Feb, 10-12pm (half hour per family).
- 2.8. 2019 Charter Finalisation -
All BOT to read and give feedback prior to the next BOT meeting.
- 2.9. Discuss & finalise: attendance dues and donations
The whanau schedule of attendance dues and donations for 2019 is accepted by the BOT.
Eve will send this to Parents.
- 2.10. Finalise Annual Work plan:
Adjustments made
Matt to look up election process and add into work plan
- 2.11. Governance Policies Tabled & Agreed for the year - Please review -
Deferred until next time - Matt to send the 3 relevant readings for this.
<https://drive.google.com/open?id=0B3WqJ2YET4egYjJrcXg5TGkxLUU>
- 2.12. Gary will invite Elaine to Storypark so she can view.

3. Monitoring

- 3.1. Property maintenance
2019 10YPP Approved unanimously
- 3.2. Financial Update
- 3.3. Principal's report
- 3.4. Proprietors report

4. Meeting Closure

- 4.1. Identify agenda items for next meeting -
Acknowledgement of Fay's work
- 4.2. Confirm date for next meeting - **Next meeting 21st Feb 6pm**
- 4.3. Comments on meeting procedures and outcomes -
Great outdoors and meal.
Great to do self review first.

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?