

BoT Minutes June 4th 2019 @ 6pm

1. Administration

1. Roll call

Apologies Eve, Elaine.

Present Matt, Ines, Jackie, Kris, Jo. Gary arrived 6.35. Fay 6.45 arrives for a brief update re proprietors report and playground.

2. Declaration of interests n/a

3. Confirmation of [previous minutes](#) - All agree upon these.

4. Correspondence

NZEI Notice of Strike (email) on 29th May

Education Gazette

NZSTA re triennial school trustee elections

NZSTA notification of AGM

NZSTA Annual report

5. Meeting planning

2. Matters arising

1. Assessment Data: Jackie's understanding is that reporting to parents is staying the same as agreed with parents. Teaching staff to report to BOT with regard to tabulated assessment data so BOT can see how learning is tracking before end of T2.

2. In committee minutes 2 May 2019 approved.

3. In committee minutes 7 March 2019 approved.

3. Policy & Procedure Review

1. Nag 4 IT Admin? Deferred as info not available. (re clarification parental controls?)

2. Nag 3 Policy and Procedure and Meeting Process policy

BOT looks through this and is happy with the BOT Procedure - Agreements Doc. Ines has drafted to replace the current Meeting Process policy and NAG 3 BOT Trustees Meeting Procedure. The new Doc needs the addition of the School logo and the title NAG3 BOT Meeting Procedures- Agreements. The Code of Conduct Ines has drafted is likewise agreed by BOT to replace our current Code of Conduct with the one change - point 3. from the original will be included (Ensure the needs of all students and their achievement is paramount). Ines will make these changes in collaboration with Eve. We can then accept these at our next meeting.

3. [Nag 3 Confidentiality](#) - Re-written in accordance with feedback from BoT in March, and up to date MoE guidelines

All Approve

4. [Nag 5 Outside Play Supervision](#) Review to make sure nothing is missing

Jo says driveway section needs looking at. Jo will re-write to align with policy and also to check re skateboard ramp procedure. Look at this again next meeting.

4. Discussions & Decisions

1. BoT Elections

1. Matt will remind parents of voting closing this Friday and to get papers from school pockets

2. It was decided online by the BOT to use only unstamped envelopes for voting (completed votes to be placed in voting box in Office) and this decision was passed on to the BOT election officer (Fay) on 27 May.

2. Strike

1. Matt proposed online that BOT close the school on 29th May in support of the strike. Kris Elaine, Ines and Gary agree. Eve and Jackie abstain as they are part of the strike.

3. Playground Update

1. Thursday concrete coming and posts. Cushion-fall arriving middle to late June. Awesome work Kris putting the structure up!!

2. Proprietors to sort their cabling trench - cushion-fall will not be delayed for this.

4. Update on Student Enrollment

1. Eve finding out how long we have if a student leaves for us to find a re-fill student before losing MOE funding for Teacher. Eve will find out about this and report to BOT. Kris wonders if children can enroll before turning 5 - Eve to ask about this also and also the implications of families siblings enrolling but not beginning until later in the year - is the MOE able to take this into account?
2. Septic issue is part of the student allowance equation also. Gary will check in with Fay about this.
5. The Annual report for the year ending 2019 was tabled and BOT accepted as accurate.
6. Update on Staff Hiring
See Principal's report. No formal contract has been signed with Sean. This needs to happen ASAP.

4. Ongoing Monitoring

1. Driveway update
None since last meeting :-)
2. Matt will send out Principals evaluation questionnaire to parents.
3. Financial update
Financial report tracking with what would have been old budget. Financial review will need to happen next meeting.
4. Principal's report
Since this report there have been 2 more people put their names forward for parent rep. - hence BOT parent parent rep elections are being held.
5. Proprietors report
6. Property maintenance
 1. Fay is still trying to get info from proprietors re possible ditch re internet cable. Fay is pushing to get it buried.
 2. Library concrete to be left exposed over winter to see how damp/dry concrete is before re-covering with carpet.
 3. Lino to be replaced in bathroom and lobby and foyer. Fay looking for quotes for this. Kris suggests coving the edges to limit dampness.
 4. Jo suggests asking if sliding shower-head could still have temp gauge up the top where it is now? (limits child access as well as requiring less moving of pipes)
 5. Ines will bring message about mopping to parent meeting - floor is too wet after mopping at times - Parents to look at new mopping system to be in place by the time the new lino arrives.
 6. Outside security light dangling - Kris will look at on Thursday when he is here.
 7. Kris will be in contact with playco re deckpads. (Playground)

5. Meeting Closure

1. Identify agenda items for next meeting
Nag 4 IT Admin
Nag 3 Policy and Procedure and Meeting Process policy
[Nag 5 Outside Play Supervision](#)
2. Confirm date for next meeting
Tuesday 25th June 6 -9pm. Jo is on dinner.

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?