

BoT Minutes September 4th 2019 @ 6.15pm - 9.05pm

1. Administration

- 1.1. Roll call : Jo, Matt, Elaine, Jackie, Eve, Robert, Barbara
Apologies: Gary
- 1.2. Declaration of interests : Elaine has declaration of Interest with regard to Hiring of Caretaker.
- 1.3. Confirmation of previous minutes: Agreed unanimously
- 1.4. Correspondence
NZSTA Gazette
- 1.5. Meeting planning

2. Matters arising (discussion of items below moved to 3.3)

- 2.1. Quote for playground platform roof
- 2.2. Playground planning document to be put online
- 2.3. Form playground working group

3. Discussions & Decisions

- 3.1. Decisions taken online since last meeting;
Matt, Elaine, Barbara and Jo Agree online to Eve's proposal that the BOT invite the next family on the waiting list that has children that fit with the needs of the school; i.e. children in the same family who are Y0 and Y3.
Jo, Matt, Elaine, Eve, Gary and Barbara agree online to Robert's request to use the School on the 17th September for a workshop.
- 3.2. Policies and procedures for review
 - 3.2.1. NAG 3 Confidentiality Policy (updated). BOT agreed unanimously.
 - 3.2.2. NAG 3 Staff Gifting (requirements have changed). Deferred until next time.
 - 3.2.3. NAG 3 Staff Appointments Policy. BoT approved unanimously, with changes.
 - 3.2.4. NAG 3 Staff Appointments Procedure. Bot approved unanimously, with changes.
 - 3.2.5. NAG 3 Staff Discretionary Leave Policy. Bot approved unanimously.
 - 3.2.6. NAG 3 Staff Discretionary Leave Procedure. BoT approved unanimously with changes.
 - 3.2.7. NAG 3 Sexual Harassment Policy. Eve to ask NZSTI if we can take out the qualifying statement in the conclusions of sections 1 and 2. "...which is of such significance that if detrimentally affects their participation in any aspect of school life."
BOT agrees unanimously with this change if NZSTI allows this.
 - 3.2.8. NAG 2 New Enrollments Procedure. Deferred for changes until next meeting.
 - 3.2.9. NAG 3 Complaints. This is not due for review yet..
 - 3.2.10. NAG 3 Sexual Harassment Procedure. Deferred until next time.
 - 3.2.11. NAG 1 Enrollment form. BoT approved unanimously
 - 3.2.12. NAG 5 Student safety checklist. BoT approved unanimously.

- 3.3. Playground Update
 - 3.3.1. Quote for playground platform roof
 - 3.3.1.1. Jo has someone coming 09/09 to review and provide a quote
 - 3.3.2. Playground planning document to be put online done and also on the noticeboard.
 - 3.3.3. Form playground working group;
Not done but parents happy to be given certain tasks.
 - 3.3.4. Kris is currently installing the platform for the monkey bars, once the bars arrive, Kris will install them.
- 3.4. Roll Update - see principal's report
- 3.5. Any Other Business
 - 3.5.1. Proprietor Rep queries School policy re measles. Unimmunised children cannot be excluded.
 - 3.5.2. BoT went into committee at 8.07 - out of committee 8.53pm

4. Ongoing Monitoring

- 4.1. Driveway update - tabled
- 4.2. Property maintenance - 10ypp tabled. Deferred until next meeting.
- 4.3. Parent report (any update from Parent meeting)
- 4.4. Principal's report
 - 4.4.1. In line with the Proprietors decision to hire Fay as Timatanga Caretaker for the Proprietors, the BOT unanimously agrees to hire Fay for the Caretaking position (see last BOT minutes)
 - 4.4.2. Jackie to discuss with leading edge about staff gifting for Sue's retirement and making retirement provisions for Eve
 - 4.4.3. Discussion of Te Koha's enrollment and following enrollment procedure Eve to invite Kelly to enroll Te Koha tomorrow
- 4.5. Proprietors report
 - 4.5.1. Request from proprietors that the storage area in the barn to be sorted. Eve to action asap.
 - 4.5.2. Special character - following an enquiry from a recent proprietors meeting where the upholding of the special character of the school was questioned, Elaine suggests the board take time to report the process that is in place for upholding the special character.

5. Meeting Closure

- 5.1. Identify agenda items for next meeting & confirm date for next meeting
 - 5.1.1. date for next meeting - Sat 28th September @ 10:15am
 - 5.1.2. [NAG 3 Staff Gifting](#)
 - 5.1.3. NAG 2 New Enrollments Procedure
 - 5.1.4. NAG 3 Sexual Harassment Procedure

- 5.1.5. ideas for surplus budget discussed in parent meeting
- 5.1.6. conflict of interest register
- 5.1.7. 10 ypp
- 5.2. Comments on meeting procedures and outcomes

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?