

BoT Minutes October 1 2019 @ 6pm - 9.05pm

1. Administration

1. Roll call
 - Apologies: Robert, Jackie, Gary arrives 7pm. Eve leaves 8.45pm.
 - Present: Matt, Elaine, Jo, Barbara, Gary, Eve
2. Declaration of interests
 - None
3. Confirmation of [previous minutes](#) :
 - Approved with time change (9.15 meeting close), and correspondence.
4. Correspondence
 - NZSTA gazette
5. Meeting planning

2. Matters arising

1. NAG 3 Sexual Harassment Policy. Eve to ask NZSTA if we can take out the qualifying statement in the conclusions of sections 1 and 2.
 - Approved unanimously.
2. NAG 3 Staff Gifting; Deferred
 - wait to hear back from Jackie.
3. NAG 2 New Enrollments Procedure.
 - Approved unanimously.
4. NAG 3 Sexual Harassment Procedure.
 - Approved unanimously.
5. Ideas for surplus budget discussed in parent meeting
 - see below
6. Conflict of interest register
 - Jo drafted a register, Matt will type up - no known conflicts at this time
7. 10 ypp - Eve and Fay has been focusing on meshing the proprietors and the schools 10 ypp.
Proprietors have made some changes to bring them into balance - Eve will liase with Fay and bring this to the next meeting.

3. Discussions & Decisions

1. Policies for review (* = no change since last review)
 1. [NAG 3 Staff Gifting](#)
 - Deferred
 2. * [NAG 3 Sexual Harassment](#)
 - See above - approved
2. Procedures for review (* = no change since last review)
 1. *[NAG 2 New Enrollments](#) - see above (2.3) approved
 2. [NAG 3 Sexual Harassment](#) See above (2.4) approved

3. Playground Update

1. Monkey bars will be ready to pick up next week. Kris will install these and the platforms over the holidays - Platforms likely to go in tomorrow.
2. Fort roof - Jo has spoken with a builder and discussed pro's and cons to this. This is not a simple job (current posts height not enough to work off); also there are Health and Safety concerns with this and doing a good job to meet all requirements is likely to be VERY costly, and may have unforeseen results related to height safety and water dispersion. Do we want to use

this money for this or are there better ways this could be spent?

- BOT has decided unanimously to not continue with roofing the fort.
3. There is compliance requirements for the Playground - as BOT we are responsible for ensuring these are met. Do we want to allocate funds for this to happen once the current upgrade is complete?
 - BOT agrees we need to do this - needs to come out of existing Playground budget or Surplus if need be. To be reviewed. Jo will ask Fay for cost and to organise this once the current work is finished.
 4. Fay has provided Jo with the info she has re compliance etc - there are some outstanding jobs to finish to bring current structure up to code - Jo to organise these updates over the school holidays (could be part of working bee?)
 5. Parents have had a few thoughts about playground equipment - many of which are not expensive (see list on parent notice board - photo included in minutes).
 6. Sue, Jo and Eve will gather all relevant playground planning for stage two (including loose parts) at the next parent working bee and make decisions in consultation with parents at working bee about the next steps for the playground. This will then be brought to Parent meeting, and any changes then brought back to the BOT for final approval.
4. Enrollments - deferred until BOT has met with new interested Families.
 5. Prep for charter review - In our own time all BOT members to read whole charter and come with any suggestions/red flags/questions/reflections etc to next meeting. Ask ourselves, what have we done well, what do we need to finish and what do we need or not need to have next year. Eve will send link to all to view. We will go through this at our next meeting.
 6. A.O.B.
 1. Eve, Matt & Jo to make time to update governance folder with latest material
 2. Up date on in-committee meeting. BOT went into committee 7.57 - out 8.20 pm
 3. Parent reps to ensure that Policies in parent guide are reviewed regularly at a parent meeting (one at the beginning of each meeting).

4. Ongoing Monitoring

1. Driveway update - nothing to report
2. Property maintenance
 1. Elements on the stove are not functioning properly, Michael (electrician) to fix.
3. Parent report (any update from Parent meeting)
 1. report back on the playground - see above (3.3.5)
 2. surplus budget suggestions (included in loose parts document - see photocopy in BOT Folder)
4. Principal's report
Addendum to report;
 1. T4 Fire drill was done Wednesday Sept 25th.
 2. Numeracy and literacy reporting not in this report - there will be a numeracy and literacy update in next report
 3. Awesome gifting of several thousands of dollars worth of carpentry tools from Mitre 10 - offered by them when Aria went to buy the very minimum we could afford and asked for a school discount; Mitre 10 didn't even take the \$300 we had set aside for this!
Do we need to update insurance?

4. Surplus budget to consider - secure tool storage to be added to this. These ideas to be costed (Jackie).
 5. Correct Principals report was tabled - discussed outstanding items on annual plan. As correct principals report was filed online late, BoT is asked to please read report closely.
 6. Charter Targets largely being met, attention drawn to the 2 outstanding actions needing BOT input to finish (also underway).
 7. Eve discussed the outworkings of new enrollment and update on new whanau.
 8. Outdoor School Curriculum Tabled. Eve will share in our BOT shared folder.
Outdoor classroom has had a very positive impact on children.
-
5. Proprietors report
If school knows that the internet is going to be down to please let residents know - forewarning appreciated.

5. Meeting Closure

1. Identify agenda items for next meeting & confirm date
Next meeting October 30th - Robert on dinner
 - NAG 3 Staff Gifting
 - Surplus Budget allocation.
 - School Parking - afternoons in particular bottleneck. Also to add item to parent meeting agenda. Jo to make signage re parents with small children parks.
 - Charter targets
2. Comments on meeting procedures and outcomes (see meeting evaluation below)

Meeting Evaluation

1. What do you think was the most important item we discussed?
progress on playground heartening
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?
yes
4. Did you feel able to participate fully? If not why not?
yes
5. What for you would make our meetings more enjoyable and more effective?
thanks for dinner Matt