

BoT Minutes November 25th 2019 @ 6pm - 8.45pm

1. Administration

- 1.1. Roll call
Apologies: Gary
Present: Matt, Jo, Barbara, Jackie, Robert, Elaine, Eve
Visitor: Colleen Phelps, Chairperson of Adidam Trust and curious to see our processes. Coleen left 8.15pm.
- 1.2. Declaration of interests: Jackie re Staffing for 2020
- 1.3. Confirmation of previous minutes: Approved unanimously
- 1.4. Correspondence:
NZSTA education Gazette
NZSTA Knowledge Hub newsletter
NZCER National survey of Primary and Intermediate Schools
NZSTA News
- 1.5. Meeting planning

2. Matters arising

- 2.1. BOT role in end of year farewells:
Order of evening. Sue's farewell to occur before older children's farewell.
 - Stalls 2-4pm
 - 4.30 - 5.30 dinner
 - 5.30 - 6 play
 - 6 - 6.30 Kids lead Sue to her chair and cloak her, then various parties speak to her etc.. at the end children lift cloak off and place on Shaun. While Sue cloaked Parents give book, Principal gives scroll and speech, There will be singing, speech from Proprietors (Elaine) and BOT (Matt).
 - Any thoughts that BOT have about what they may like expressed to Sue on our behalf to be emailed to Matt.
 - Children leaving - scrolls and book (parents/staff to handle)
 - Other staff (parents to handle)
- 2.2. Staffing projections decision:
Eve will email BOT with the information re staffing and BOT will review/accept this online.
- 2.3. Policy finalisation from the online reviewing (see below):

3. Discussions & Decisions

- 3.1. Playground Update:
Decisions taken online since last meeting: Jo proposed that we spend \$600 + GST from our budget surplus on hiring Tina Dyer from Parkcentral to do a Playground Safety Audit on our school playground. Matt, Robert, Barbara, Elaine, Eve and Gary agreed. Jackie queried whether there was further structural work to complete first, and after brief re-cap in person Jackie was happy for the audit to go ahead.
The audit has happened and we are waiting to hear back with the formal review. There will be work generated from this review. e.g. the "tree hut fort" by the sandpit does not meet

Joanne Roke 25/11/19 7:48 PM

Comment [1]: Eve will email BOT with the information re staffing and BOT will review/accept this online.
+eve-tonkin@gmail.com
Assigned to Eve Tonkin

regulations.

3.2. NAG's for review/agreement:

- 3.2.1. NAG 3 Staff Gifting : Reviewed. Wording changes made and agreed upon unanimously.
- 3.2.2. [NAG 5 Reporting Child Abuse and Neglect](#): Accepted unanimously.
- 3.2.3. [NAG 5: Child Protection Policy](#) (and Procedure): Deferred until next meeting. Eve to check Recognising Child Abuse Policy for this as Eve was rolling this into one piece. Procedures for review :
- 3.2.4. NAG 3 Complaints: Reviewed in August, no need to review today.
- 3.2.5. [NAG 2 Enrollment Scheme](#): Reviewed last year. No Changes. Accepted unanimously.
- 3.2.6. [NAG 2 New Enrolment](#) : Accepted unanimously, with changes.
- 3.2.7. NAG 5 Recognising Child Abuse (see 3.2.3)
- 3.2.8. [NAG 5 Road and Carpark Safety](#): No changes, accepted unanimously
- 3.2.9. [NAG 5 Recording Hazards](#): No changes, accepted unanimously
- 3.2.10. [NAG 5 School Trips](#): Accepted unanimously with changes

3.3. Attendance dues:

Elaine tables Timatanga School Attendance Dues. Thank you Proprietors.

3.4. Charter Targets - Review analysis of variance and set a date for Charter Target dedicated meeting

- 3.4.1. Jo and Barbara report briefly on the Parent interests for Charter Targets. Jo will email these considerations to the BOT.
- 3.4.2. AOV viewed - Board will review online and write on the paper copy to bring to meeting.
- 3.4.3. Special Charter Target setting session planned for the 8th Dec 10 -12.30

4. Monitoring

- 4.1. Property maintenance: see principal report
- 4.2. Principal's report tabled
 - 4.2.1. Where the Principal's report related the process re installation and upgrade of the skateboard ramp, the board feels that this is a misleading characterisation of events. Eve apologises for any confusion.
 - 4.2.2. Addendum re Music room cabin approval: BOT approves an approach to appropriate trusts to funding.
- 4.3. Fiscal accounts - nothing of note
- 4.4. Proprietors' report (verbal)
 - 4.4.1. Roll increase: Short term flexibility between 26-28 (a year agreed as the flexibility period) agreed to by Proprietors. Before this can be ratified Eve needs to provide a statement including MOE guidelines around the student number allowance with regard to supporting a second teacher.
 - 4.4.2. Music room approved as long as the Skateboard ramp is removed and as long as power supply is safely supplied to the room. Proprietors liked Kirsty's vision.
 - 4.4.3. Phoenix Palm is going to stay.
 - 4.4.4. Kitchen needs approval from BOT and quotes need to be provided. In principle Proprietors agree to this.

Joanne Roke 25/11/19 7:49 PM

Comment [2]: Eve to check Recognising Child Abuse Policy for this as Eve was rolling this into one piece.
+eve-tonkin@gmail.com
Assigned to Eve Tonkin

Chair Person 25/11/19 6:31 AM

Comment [3]: Jo will email these considerations to the BOT.
+rokejoanne@gmail.com
Assigned to Joanne Roke

4.4.5. Upgrade in Eve's office agreed to by Proprietors, however quotes are required.

5. Meeting Closure

- 5.1. Identify agenda items for next meeting (19th Dec - Shared food for this end of year meeting)
 - 5.1.1. Set dates for meetings next year
 - 5.1.2. Budget
 - 5.1.3. BOT self appraisal
 - 5.1.4. Caretaking role appraisal
 - 5.1.5. Jackie's 20/20 hours will be confirmed via email
 - 5.1.6. Child protection NAGs
 - 5.1.7. NAG 5 Reporting Child Abuse and Neglect
 - 5.1.8. Nag 5 Child Protection Policy.
 - 5.1.9. 10ypp
- 5.2. Confirm date for next meeting
 - 5.2.1. Next meeting is 8 Dec 10-12.30 (Charter targets meeting)
 - 5.2.2. Our following meeting is December 19.
- 5.3. 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?