



Takaka Primary School Board of Trustees
Thursday 22 February 2018
7pm in Staffroom

What's on Top:

The learning and wellbeing of our children

"What impact do our decisions have on the wellbeing, learning, progress and achievement of our children?"

<p>1. Welcome</p> <p>1.1 Present: Kylee McGregor, Jenny Bennett, Nigel Harwood, Fleur Murray, Katrina Robbie, Sarah McCleely, Laura Manson, Mark Shelly, Corina Ward (Sec)</p> <p>1.2 Apologies: None</p> <p>Election of Board Chair - Fleur nominated Kylee McGregor Sec: Katrina All agreed Congratulations Kylee.</p> <p>Schedule of Delegations Moved: Kylee Sec: Laura</p> <p>1.3 Declaration of conflict of interest: None</p> <p>1.4 Ratify and pass previous meeting minutes. Moved: Kylee Sec: Sarah</p>	
<p><u>2. Strategic Review (NAG 2)</u></p> <p>2.1 Charter Confirm charter and send to MoE. Moved: Fleur Sec: Jenny</p> <p>2.2 Strategic Aim - none</p> <p>2.3 Other - none</p> <p><u>3. Regular Monitoring</u></p> <p>Monitoring</p> <p>3.1 Principal's Report In report we have added a new section <i>"Policy Check and Assurances"</i> <i>RAMS forms for camps</i> - check that Parents are capable of swimming, if around water. Moved that Senior and Middle School Camp RAMs be accepted. Moved: Fleur Sec: Kylee</p> <p>3.2 Finance Report Jenny read out <i>Draft Budget Report</i> for 2018. Moved: Jenny Sec: Mark <i>NBS account:</i> The bank has a competition where you open an account and go in the draw to win a car, if we win we could then raffle the car. Mark moved that the school put \$80,000.00 into a NBS Target Account for a short period. Sec: Fleur <i>School Donation:</i> For the 2018 year - \$50 single child, \$70 for a family. Moved: Mark Sec: Kylee <i>Trash Palace:</i> A big thanks for their donation towards our Helping Hands.</p> <p>3.3 Policy <i>Trustee Remuneration Policy</i> <i>The Conflict of Interest Policy</i> <i>Chairs Role Description Policy</i> <i>Staff/Student Trustee Role Description Policy</i> <i>Financial Control and Expenditure</i> Thanks for comments Jenny will pass these onto School Docs.</p>	

3.4 Learner Progress and Achievement (NAG 1)

Analysis of EOY, OTJ and actions/intended programmes

Jenny went over 2017 National Standards Report.

3.5 Principal Performance

3.6 Curriculum (NAG 1)

Overview of 2018 Curriculum. SLT to provide - carried to next meeting due to Cyclone disruption.

3.7 Budget - see Financial

3.8 BoT as an employer

AP/DP and Principal appraisal

These are to be done externally. Principal to get BoT Chair to sign. Jenny explained her three goals for her appraisal.

Appraisal of Teaching Staff - these are starting next week.

3.9 Correspondence - In Committee

4. Emergent Review

4.1 New Government initiatives - Cohort entry - to be discussed at a later meeting

4.1 New Local Initiatives - CoL work streams - to be discussed at a later meeting

5. BoT Process Requirements:

5.1 Roll return at 1st March - in hand

5.2 Accounts to Auditor - done

5.3 Delegations of Authority - Done

6. Assurances:

6.1 Policy Checks and Assurances

EEO Policy

Vetting requirements for Non Teachers

10YPP

Risk Management - Child Protection

Medicines, minor/moderate injuries and illness

Length of school year

In Principal report

6.2 Invoices

7. Identify agenda items for Next Meeting

7.1

7.2

8. Public Excluded - Leave (In Committee)

Required for correspondence out.

Motion: That the public be excluded from agenda items pursuant to Section 48 of the LGOI & M Act 1987. The reason being to discuss a matter of personnel and the grounds is to protect the privacy of the individual.

Moved: Kylee

Seconded: Jenny

8.1. Staffing

9. Any Other Business:

9.1 Trail Ride.

A BIG thank you to Nigel Harwood and family for the use of his farm. Sarah Worlock for her amazing work in getting people, food, etc for the day.

It was suggested that BoT, staff start preparing for this fundraiser in September.

To be put into the Review sheet. 9.2	
10. Meeting Closed - 9.17pm Statement from the Board (summary of meeting) - Who will do this? Fleur	

Chairperson _____

Date _____