

**COROMANDEL AREA SCHOOL**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**held Monday, 26<sup>th</sup> March 2018**

**Opening Karakia**

**Meeting opened at 5.50pm**

1. **PRESENT:** Abby Morgan (BoT Chairperson), Koren Hopoi (Principal),  
Yvette Storey (BoT Staff Representative), Deborah Hide Bayne (BoT Deputy Chair),  
Chamya Radick (BoT Student Representative), Daniel Kirsch (BoT Parent Representative)

**IN ATTENDANCE (non-board members):**

**Debbie d’Auvergne** – Board Secretary

2. **Apologies: NIL**
3. **Confirmation of Agenda:** Taken as read
4. **Declaration of conflicts of interest (Conflict and pecuniary): NIL**
5. **Confirmation of previous Minutes - 26<sup>th</sup> February 2018** - taken as read

**MOVED** that the Minutes of previous meeting be deemed true and correct

**(Moved: A Morgan/K Hopoi)**

**Carried: BOT Members unanimously**

**Time: 5.55pm**

6. **Principal’s Report – Recommendation** - motion to accept Principal’s Report – March 2018

**MOVED** that the Principal’s Report March 2018 be accepted

**(Moved: A Morgan/D Hide-Bayne)**

**Carried: BOT Members unanimously**

**Time: 5.59pm**

7. **Discussions:**

- 7.1 **Board Report - Special Needs** - tabled & sighted - Vicki Rouse wasn’t available to present to Board
- 7.2 **School Docs** - annual fee \$1900.00 to be paid for from surplus budget. BoT keen to get ball rolling as soon as possible, Koren to contact School Docs. Abby advised that she wants to be the liaison between School Docs and BoT.
- 7.3 **Community Consultation - Graduate Profile** - before end of term BoT & Koren to get together to discuss how to go about community consultation and develop an action plan. Deborah advised BoT that she knows of a person locally who works for Department of Internal Affairs as a Community Consultant and suggested that he may be able to help.
- 7.4 **NZAS Conference - 22-24 August 2018** - Koren requested BoT approval to take three staff members of her choice, if the budget allows, along to NZAS conference in August, Abby advised that she wants to attend the conference at her own expense.
- 7.5 **Sponsorship & sponsorship package** - tabled by Koren for BoT perusal & discussion, Board Members to let Koren know of any ideas they may have. Koren to set up sponsorship package on Google Docs for Board to access.
- 7.6 **Charter to sent to MoE by 31<sup>st</sup> March 2018** - Koren to send Charter to MoE
- 7.7 **Board Reports** - Yr 9 & 10 Literacy & Numeracy & ICT to be moved to May Board Meeting

- 7.8 **CNIAS Coaching Clinic - 8 - 11 April 2018** - RAMS, budget, EOTC forms, CNIAS program tabled by Koren, approval from Board to attend coaching clinic overnight for three nights.
- 7.9 **World Challenge Trip - June/July 2019** - Koren spoke to Board on behalf of Toni Sinclair who is requesting Board approval to go ahead with planning a World Challenge trip to India along with another school from Mt Maunganui. The trip is to be self-funded including funding Toni to attend with the students who will be going. BoT expressed their enthusiasm for such an awesome experience to be offered to our students and agreed for Toni to go ahead, Koren to let Toni know of the Board's decision.
- 7.10 **Board Agenda** - to be received by Board Members Wednesday before meeting is due to take place
- 7.11 **Matters Arising from previous Minutes** - 26<sup>th</sup> February 2018 - NIL

## 8. Strategic Decisions:

- 8.1 **Recommendation** - motion to appoint School Docs to manage School Policies documents

**MOVED** to appoint School Docs to manage School Policies documents  
**(Moved: A Morgan/K Hopoi)** **Carried: BOT Members unanimously** **Time: 6.05pm**

- 8.2 **Annual Plan** - motion to ratify Annual Plan for 2018

**MOVED** to ratify Annual Plan for 2018  
**(Moved: D Hide-Bayne/A Morgan)** **Carried: BOT Members unanimously** **Time: 6.34pm**

- 8.3 **Recommendation** – motion to approve Koren's request to attend along with three staff of her choice NZAS conference in August

**MOVED** to approve Koren's request to attend NZAS conference in August along with three staff of her choice  
**(Moved: A Morgan/K Hopoi)** **Carried: BOT Members unanimously** **Time: 6.55pm**

- 8.4 **Recommendation** - motion to approve attending the CNIAS Coaching Clinic overnight for three nights

**MOVED** to approve attending the CNIAS Coaching Clinic overnight for three nights  
**(Moved: A Morgan/K Hopoi)** **Carried: BOT Members unanimously** **Time: 7.00pm**

- 8.5 **Recommendation** - motion to approve planning of World Challenge trip to India in June/July 2019

**MOVED** to approve planning of World Challenge trip to India in June/July 2019  
**(Moved: A Morgan/K Hopoi)** **Carried: BOT Members unanimously** **Time: 7.05 pm**

- 8.6 **Recommendation** - motion to approve February Creditors \$85,953.09

**MOVED** to approve February Creditors \$85,953.09  
**(Moved: K Hopoi/A Morgan)** **Carried: BOT Members unanimously** **Time: 7.07pm**

- 8.7 **Recommendation** - motion to approve March Creditors \$33,897.39

**MOVED** to approve March Creditors \$33,897.39  
**(Moved: K Hopoi/A Morgan)** **Carried: BOT Members unanimously** **Time: 7.07pm**

- 8.8 **Recommendation** - motion to approve payment of Longboard Construction invoice \$14,318.65 for renovations on Flat 1

**MOVED** to approve payment of Longboard Construction invoice \$14,318.65  
(Moved: A Morgan/K Hopoi) Carried: BOT Members unanimously Time: 7.07pm

8.9 **Recommendation** - motion to ratify draft Financial Statements for year ended 31<sup>st</sup> December 2017

**MOVED** to ratify draft Financial Statements for year ended 31<sup>st</sup> December 2017  
(Moved: A Morgan/Y Storey) Carried: BOT Members unanimously Time: 7.10pm

8.10 **Recommendation** - motion to accept Education Services Financial Governance Report as at 31<sup>st</sup> January 2018

**MOVED** to accept Education Services Financial Governance Report as at 31<sup>st</sup> January 2018  
(Moved: Y Storey/D Hide-Bayne) Carried: BOT Members unanimously Time: 7.11pm

8.11 **Recommendation** - motion to accept Education Services Financial Governance Report as at 28<sup>th</sup> February 2018

**MOVED** to accept Education Services Financial Governance Report as at 28<sup>th</sup> February 2018  
(Moved: Y Storey/K Hopoi) Carried: BOT Members unanimously Time: 7.11pm

8.12 **Recommendation** - motion to accept Analysis of Variance Reporting (with amendment)

**MOVED** to accept Analysis of Variance Reporting  
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time: 7.15pm

8.13 **Recommendation** - motion to approve payment of Gibson Construction invoice \$15,845.93 for Block A classroom refurbishment & roof replacement

**MOVED** to approve payment of Gibson Construction invoice \$15,845.93  
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time: 7.20pm

8.14 **Recommendation** - motion to approve payment of Gibson Construction invoice \$4,991.00 for Special Needs Modifications

**MOVED** to approve payment of Gibson Construction invoice \$4,991.00  
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time: 7.20pm

8.15 **Recommendation** - motion to accept School Annual Accrual Report & sign School Annual Accrual Report Certification - (signed off by Board Chair & Principal 21/03/18)

**MOVED** to accept School Annual Accrual Report  
(Moved: A Morgan/K Hopoi) Carried: BOT Members unanimously Time: 7.21pm

8.16 **Recommendation** - resolution to approve application for funding of \$13,084.00 from Grassroots Trust to purchase PE & Sports equipment for school

**MOVED** resolution to approve application for funding of \$13,084.00 from Grassroots Trust  
(Moved: A Morgan/K Hopoi) Carried: BOT Members unanimously Time: 7.24pm

**8. Agenda items for next Board Meeting:**

- 8.1 Board Report - Special Needs - tabled at March meeting - to be accepted by BoT
- 8.2 Board Report – Yr 9 & 10 Literacy - L Huggins
- 8.3 Board Report - Yr 9 - 13 English - L Huggins
- 8.4 Board Report – ICT – Victoria Field
- 8.5 Board Report - Yr 9 & 10 Numeracy - D Phillip
- 8.6 Board Report - NCEA confirmed results - J Hart
- 8.7 Board Report - Sustainability - B G Colmer
- 8.8 Strategic Review - Charter Target Report
- 8.9 Annual Report approved & sent to MoE
- 8.10 Community Consultation - Graduate Profile
- 8.11 Sponsorship & sponsorship package

**Meeting Closed at 7.27pm**

**12. In-Committee – Items – NIL**

**Next BOT Meeting to be held Monday, 28<sup>th</sup> May 2018 at 5.15pm in the Board Room**

**Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Member present:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**B.o.T. Meetings Correspondence  
26<sup>th</sup> March 2018**

**INWARDS CORRESPONDENCE**

	<b>From</b>	<b>Subject</b>
<b>1.</b>	<b>NZSTA</b>	STANews Jan/Feb 2018, Issue 279 - issued to Koren Hopoi on request 28/02/2018
<b>2.</b>	<b>Waikato Principals' Assn</b>	WPA Election nominations 2018
<b>3.</b>	<b>MoE</b>	NZ Education Gazette, 26 <sup>th</sup> February 2018, Volume 97, Number 3
<b>4.</b>	<b>Charlotte Pearsall</b>	Accept permanent, full-time teaching position
<b>5.</b>	<b>MoE</b>	NZ Education Gazette, 12 <sup>th</sup> March 2018, Volume 97, Number 4
<b>6.</b>	<b>Pmd-inc ltd</b>	Certificate of payment to Gibson Construction Ltd \$15,845.93 for Blk A Classroom Refurbishment & Roof Replacement
<b>7.</b>	<b>Pmd-inc ltd</b>	Certificate of payment to Gibson Construction Ltd \$4,991.00 for Special Needs Modifications
<b>8.</b>	<b>NZEI Te Riu Roa</b>	Your Employment relations Education Leave allocation for 2018
<b>9.</b>	<b>Education Services Ltd</b>	Governance Report as at 28 February 2018
<b>10.</b>	<b>Fiona Paine</b>	Accept fixed term, part time Teacher Aide position
<b>11.</b>	<b>Vicki Rouse</b>	Board Report - Special Needs
<b>12.</b>	<b>Lynch &amp; Partners</b>	School Annual Accrual Report Certification
<b>13.</b>	<b>Geoff Horton</b>	Paperwork for CNIAS Coaching Clinic

**OUTWARDS CORRESPONDENCE**

<b>1.</b>	<b>Charlotte Pearsall</b>	Offer of permanent, full time teaching position
<b>2.</b>	<b>Richardsons Real Estate</b>	School flats - heat pumps
<b>3.</b>	<b>Kim Dargaville</b>	Offer of permanent, part time, term time only cleaning position

**B.o.T Meeting Action List  
26<sup>th</sup> March 2018**

<b>Action</b>	<b>Person responsible for Action</b>
Contact School Docs	Koren
Get together to discuss how to go about community consultation, develop action plan	Board
Sponsorship - ideas to Koren Set up on Google Docs for Board Members to access	Board
Advise Toni of Board approval for planning Cambodia Trip	Koren
Send amended version of Special Needs Report to Board Secretary. Names to be removed.	Koren
Charter sent to MoE by 31 <sup>st</sup> March 2018	Koren
Remind staff about Board Reports due next Board Meeting - 28 <sup>th</sup> May L Huggins - Yr 9 & 10 Literacy L Huggins - Yr 9 - 13 English D Phillip - Yr 9 & 10 Numeracy J Hart - NCEA confirmed results BG Colmer - Sustainability V Field - ICT	Koren