

**COROMANDEL AREA SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
held Monday, 26th February 5.24pm**

Opening Karakia

Meeting opened at 5.24pm

- 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 – arrived 6.02 pm (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. Strategic Decisions:

- 6.1 **Principal’s Report – Recommendation** - motion to accept Principal’s Report – February 2018

MOVED that the Principal’s Report February 2017 be accepted

(Moved: A Morgan/D Hide Bayne)

Carried: BOT Members unanimously

Time: 5.34pm

- 6.2 **Recommendation** – motion to ratify removal of ex Principal, Murray McDonald as a signatory and add Koren Hopoi, Principal, as a signatory on Coromandel Area School Board of Trustees cheque accounts. Koren to be given access to BNZ Business Banking Online as an authorizer for online banking payments.

MOVED to ratify removal of Murray McDonald as a signatory & add Koren Hopoi as a signatory on CAS BoT cheque accounts, also be given access as an authorizer on BNZ Business Banking Online

(Moved: Y Storey/D Hide Bayne)

Carried: BOT Members unanimously

Time: 5.34pm

- 6.3 **Recommendation** – motion to ratify Board Review Plan for 2018

MOVED to ratify Board Review Plan for 2018

(Moved: A Morgan/D Hide Bayne)

Carried: BOT Members unanimously

Time: 5.45pm

6.4 **Recommendation** – motion to ratify Policy 2.19 – Schedule of Delegations

- **Amendments to Policy 2.19** – Coromandel Area School Delegations List

Under Personnel Heading – Remove ‘AP’

Under Delegated Authority Heading – Remove ‘or the Junior Assistant Principal or Senior Assistant Principal’

Next Review Date: February 2019

MOVED to ratify Policy 2.19 – Schedule of Delegations - subject to amendments

(Moved: A Morgan/Y Storey)

Carried: BOT Members unanimously

Time: 5.55pm

6.5 **Recommendation** – motion to approve Gibson Construction invoice \$9,285.72 for Blk A Classroom refurbishment & roof replacement

MOVED to approve Gibson Construction invoice \$9,285.72

(Moved: A Morgan/D Hide Bayne)

Carried: BOT Members unanimously

Time: 5.57pm

6.6 **Recommendation** – confirmation of previous Minutes – 4th December 2017 - taken as read

MOVED to confirm previous Minutes – 4th December 2017

(Moved: A Morgan/C Radick)

Carried: BOT Members unanimously

Time: 5.58pm

6.7 **Recommendation** – motion to accept Correspondence – listed separately – taken as read

MOVED that the Correspondence be accepted

(Moved: A Morgan/C Radick)

Carried: BOT Members unanimously

Time: 6.02pm

6.8 **Recommendation** – motion to appoint delegate for NZSTA AGM. Abby volunteered to be CAS delegate.

MOVED to appoint Abby Morgan as CAS delegate for NZSTA AGM

(Moved: D Hide Bayne/Y Storey)

Carried: BOT Members unanimously

Time: 6.02pm

6.9 **Recommendation** – motion to appoint Board Chairperson

Daniel nominated Abby Morgan for Board Chairperson which she accepted

MOVED to appoint Abby Morgan as Board Chairperson

(Moved: D Kirsch/K Hopoi)

Carried: BOT Members unanimously

Time: 6.03pm

6.10 **Recommendation** – motion to appoint Deputy Board Chairperson

Abby Morgan nominated Deborah Hide Bayne for Deputy Board Chairperson which she accepted

MOVED to appoint Deborah Hide Bayne as Deputy Board Chairperson

(Moved: A Morgan/Y Storey)

Carried: BOT Members unanimously

Time: 6.04pm

- 6.11 **Recommendation** – motion to ratify existing signatories Abby Morgan (Board Chair), Joan Hart (Deputy Principal) & Debbie d’Auvergne (Finance Administrator) on Coromandel Area School Board of Trustees cheque accounts are to remain as signatories and remain authorisers on BNZ Business Banking Online

MOVED to ratify existing signatories, as named above, remain signatories on CAS BoT cheque accounts & remain authorisers on BNZ Business Banking Online

(Moved: Y Storey/D Hide Bayne)

Carried: BOT Members unanimously

Time: 6.05pm

- 6.12 **Recommendation** – motion to amend Policy 2.19.1 – Purchases and Payments - Page 30

- Add a new text box under ‘Approval of invoices for payment’. New text box to read ‘Final approval of invoices for payment to be signed off by the Principal’

Next Review Date: February 2019

MOVED to ratify amendment of Policy 2.19.1 as above

(Moved: A Morgan/Y Storey)

Carried: BOT Members unanimously

Time: 6.34pm

- 6.13 **Recommendation** – motion to approve/ratify Policy 2.6 – Trustees Code of Behaviour

- **Amendment to Policy 2.6** – Number 4 – remove the word mission & replace with the word vision

Next Review Date: February 2019

MOVED to ratify Policy 2.6 – Trustees Code of Behaviour - subject to amendments

(Moved: A Morgan/D Hide Bayne)

Carried: BOT Members unanimously

Time: 7.01pm

- 6.14 **Recommendation** – motion to ratify Policy 2.9 – Chairs Role Description

Next Review Date – February 2019

MOVED to ratify Policy 2.9 – Chairs Role Description - subject to amendments

(Moved: A Morgan/D Hide Bayne)

Carried: BOT Members unanimously

Time: 7.01pm

6. Discussions: 6.07 pm

- 7.1 **KiwiCan School Contract** – Koren to contact Mike Noonan at CiLT to renegotiate a new contract as current contract was signed by previous Principal, Asha Peppiatt.
- 7.2 **C.A.S. BoT BNZ Bank Accounts** – Board Members to go to BNZ Bank Coromandel Branch on Friday afternoon, 2nd March, with photo ID and to sign forms approving changes to signatories on bank accounts. Deborah advised that she won’t be available on Friday but will call in to the bank on Monday morning.
- 7.3 **Draft Charter – review strategic goals** – Set up a sub-committee to review Charter next Monday, 5th March at 5.15pm in the Board Room.
- 7.4 **Maori Representation on BoT** – Board discussed co-opting two people on to BoT, several people have indicated that they would be interested in joining the Board. Abby offered to draft an advertisement to go in to the Hauraki Herald & Coromandel Chronicle to be approved by BoT before publishing.
- 7.5 **Communications** – All staff must have permission from the Principal before submitting articles in newspapers, Coromandel Chronicle etc.
- 7.6 **Yr 8 Teacher Appointment Committee** – Deborah & Chamyia agreed to join appointment committee

7.7 **BoT Reports** – Yr 9 & 10 Literacy & Numeracy & ICT Reports were not received by BoT for February Board Meeting. Reports to be presented at March Board Meeting.

8. Agenda items for next Board Meeting:

- 8.1 **Charter sent to MoE by 31st March 2018**
- 8.2 **Board Report – Yr 9 & 10 Literacy & Numeracy**
- 8.3 **Board Report – ICT – Victoria Field**
- 8.4 **Board Report – Special Needs – Vicki Rouse**
- 8.5 **Review HR Tool checklist 1 – Principal**

Meeting Closed at 7.14pm

12. In-Committee – Items – 2

The Board moved to exclude the public from the meeting at 7.14pm to discuss a personnel issue under Section 48 of the Local Government Official Information and Meetings Act 1987

Board Chair called to come out of In-Committee at 7.33pm

Next BOT Meeting to be held Monday, 26th March 2018 at 5.15pm in the Board Room

Board Chairperson: _____ **Date:** _____

Member present: _____ **Date:** _____

**B.o.T. Meetings Correspondence
26th February 2018**

INWARDS CORRESPONDENCE

	From	Subject
1.	NZSTA	Membership Matters
2.	MoE	NZ Education Gazette, 11 Dec 2017, Volume 96, Number 22
3.	Andrew Watson	Exit Interview Questionnaire
4.	Geoffrey Horton	School Sport
5.	Heart Foundation	Heart Life newsletter, Summer 2018 edition
6.	NZSTA	Professional Development Waikato Face to Face events
7.	MoE	NZ Education Gazette, 29 January 2018, Volume 97, Number 1
8.	Waikato Principals Association	2018 Election Nomination Form
9.	Nadine Smith	Accept fixed term, part time learning support position for 2018
10.	MoE	NZ Education Gazette, 12 February 2018, Volume 97, Number 2
11.	NZSTA	NZSTA 2018 AGM, Saturday 21 st July 2018 at the Energy Events Centre, Queens Drive, Rotorua
12.	NZEI	Notification: Paid Union Meetings for Area School Primary Teachers & Principals
13.	Gibson Construction	Final progress payment invoice \$9,285.72 for Blk A Classroom refurbishment & roof replacement

OUTWARDS CORRESPONDENCE

1.	Geoff Horton	Acknowledge letter re: school sport has been received by Board Secretary
2.	Susan Gilmour	Offer of fixed term, part time, learning support position from 1 st February 2018 to 14 th December 2018
3.	Trudy Astwood	Offer of fixed term, part time learning support position from 1 st February 2018 to 14 th December 2018
4.	Patricia Machtans	Offer of fixed term, part time learning support position from 5 th February to 13 th April 2018

**B.o.T Meeting Action List
26th February 2018**

Action	Person responsible for Action
Contact Mike Noonon of Coromandel Independent Living Trust to renegotiate KiwiCan School Contract	Principal
Call in to BNZ Bank on Friday afternoon, 2 nd March with photo ID and to sign forms	All Board Members except Deborah who will call in to the bank on Monday, 5 th March
Draft Charter meeting, Monday 5 th March at 5.15pm in the Board Room	All Board Members
Draft advertisement to co-opt two new board members	Board Chairperson