

COROMANDEL AREA SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
held Monday, 28th May 2018

Opening Karakia

Meeting opened at 5.15pm

1. **PRESENT:** Abby Morgan (BoT Chairperson), Yvette Storey (BoT Staff Representative), Deborah Hide Bayne (BoT Deputy Chair), Daniel Kirsch (BoT Parent Representative) Koren Hopoi (Principal) - advised BoT she would be late as she is on her way back from Christchurch, arrived at 6.20pm

IN ATTENDANCE (non-board members):

Debbie d’Auvergne – Board Secretary

2. **Apologies:** Chamyra Radick (BoT Student Representative)
3. **Confirmation of Agenda:** Taken as read
4. **Declaration of conflicts of interest (Conflict and pecuniary):** NIL
5. **Principal’s Report – Recommendation** - motion to accept Principal’s Report – May 2018

MOVED that the Principal’s Report May 2018 be accepted

(Moved: A Morgan/D Hide-Bayne)

Carried: BOT Members unanimously

Time: 6.20pm

6. **Discussions:**

- 6.1 **Board Report** - NCEA confirmed results by Joan Hart
- 6.2 **Board Report** - Yr 9 & 10 Numeracy by David Phillip
- 6.3 **Board Report** - Yr 9 & 10 Literacy & Yr 9 to 13 English by Linley Huggins
- 6.4 **Board Report** - Sustainability by Barry George Colmer - BoT advised that Barry George needs to make an application to the Board regarding extending the garden - include the cost, materials required etc.
- 6.5 **BoT** acknowledged the efforts staff have made to deliver their reports to the Board and convey their appreciation, a big thank you!
- 6.6 **BoT** suggested a standardized format for future Board Reports. Data the Board requires isn’t being delivered in current Board Reports being received.
- What is working?
 - What isn’t working?
 - What can the Board do to help?
 - What needs to be put in place to make things work better?
- Board to discuss further with Koren at next Board Meeting
- 6.7 **BoT** requested Board Secretary print Agenda, Board Reports, Principal Report & attachments for each Board Member for their perusal one week before Board Meetings are to take place
- 6.8 Current EOTC & RAMS forms currently being used by Staff, information isn’t adequate, Daniel & Abby to email Jamie Leckie some sample docs
- 6.9 Communications Sub-Committee to meet on Wednesday, 13th June at 5.15pm in the Board Room
- 6.10 Daniel asked why books purchased are not integrated in to one area e.g. Library or Resource Room and signed in & out by which ever room/teacher at the time is using them. Yvette suggested books could be set up on Athenaeum system used by the library so they can be tracked for audit purposes

6.11 Board requested a 3 to 5 year ICT plan for next Board Meeting.

BoT would like it noted that an ICT report and three-year plan is expected in February each year and we have not received one for 2018, yet.

ICT Report is to include:

- What devices we have in our classrooms
- Maintenance plan
- Replacement plan
- Report to look like the 10 yr property plan format - easy to follow year by year plan

6.12 SLT review - as recommended by our recent ERO review the Board authorises Koren to engage Education Solutions (Edsol) to undertake a review and appraisal of the current Senior Leadership team structure. BoT approves funds of \$8,000.00 - \$9,000.00 this year for external expertise for SLT review and appraisals.

6.13 **Matters Arising from previous Minutes - NIL**

7. **Strategic Decisions:**

7.1 **Recommendation** - motion to approve external expertise for SLT review & appraisals at an estimated cost of \$8,000.00 - \$9,000.00

MOVED to approve external expertise for SLT review & appraisals
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time: 6.09 pm

7.2 **Recommendation** - motion to accept Board Reports presented

MOVED to accept Board Reports
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time: 6.10 pm

7.3 **Recommendation** - motion to approve April 2018 Creditors \$23,403.42

MOVED to approve April 2018 Creditors \$23,403.42
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time: 6.10 pm

7.4 **Recommendation** - motion to approve May 2018 Creditors \$12,161.10

MOVED to approve May 2018 Creditors \$12,161.10
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time: 6.10 pm

7.5 **Recommendation** - motion to accept quote from Shade Pro \$2,920.00

MOVED to accept quote from Shade Pro \$2,920.00
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time: 6.11 pm

7.6 **Recommendation** - resolution to approve NZCT funding application for shade over junior playground

MOVED resolution to approve NZCT funding application
(Moved: A Morgan/D Hide Bayne) Carried: BOT Members unanimously Time: 6.12 pm

7.7 **Recommendation** - motion to accept Coromandel Refrigeration quote \$2,565.22 excl GST per heat pump for Flat 1 & Flat 2

MOVED to accept Coromandel Refrigeration quote \$2,565.22 excl GST per heat pump
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time:6.13 pm

7.8 **Recommendation** - motion to approve Greg Christensen quote \$1,100.00 for repairs to hall door & PE storage in hall

MOVED to approve Greg Christensen quote \$1,100.00
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time:6.13 pm

7.9 **Recommendation** - motion to ratify proposed changes to Policy 3.3 - Appointments Policy
a. Appointment of the Deputy Principal, heads of departments/senior teachers and permanent staff will involve an appointment committee consisting of the Principal and a Board delegated Personnel Committee

MOVED to ratify proposed changes to Policy 3.3 - Appointments Policy
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time:6.14pm

7.10 **Recommendation** - motion to approve the purchase of one short throw projector for Room 3 as per quote \$2,276.00 + GST, one mobile projector for school wide use as per quote \$1,882.50 + GST & a mobile speaker with microphone at an estimated cost of \$500.00 + GST

MOVED to approve the purchase of one short throw projector, one mobile projector & mobile speaker with microphone as per quotes
(Moved: K Hopoi/A Morgan) Carried: BOT Members unanimously Time:6.14pm

7.11 **Recommendation** - motion to accept Education Services Financial Governance Report as at 31st March 2018

MOVED to accept Education Services Financial Governance Report as at 31st March 2018
(Moved: Y Storey/D Hide-Bayne) Carried: BOT Members unanimously Time:6.15pm

7.12 **Recommendation** - motion to accept Education Services Financial Governance Report as at 30th April 2018

MOVED to accept Education Services Financial Governance Report as at 30th April 2018
(Moved: Y Storey/D Hide-Bayne) Carried: BOT Members unanimously Time:6.15pm

7.13 **Confirmation of previous Minutes - 26th March 2018** - taken as read

MOVED that the Minutes of previous meeting 26th March 2018 be deemed true and correct
(Moved: D Hide Bayne/K Hopoi) Carried: BOT Members unanimously Time:6.16pm

8. **Correspondence** - listed separately - taken as read

Matters Arising from Correspondence

- **School Rifles** - Abby advised that John Morrissey (local policeman) is to get in contact with Clay Short to organize a date & time to move the rifles from Clay Short's gun safe at home to the Coromandel Police Station gun safe. Abby to follow up.

MOVED to accept Correspondence
(Moved: A Morgan/Y Storey) Carried: BOT Members unanimously Time:6.17pm

9. Agenda items for next Board Meeting:

- 8.1 Strategic Review - Charter Target Report/Strategic Goal
- 8.2 Board Report - ICT - Victoria Field
- 8.3 Mid-Year Target Report - Goal 1
- 8.4 Review Strategic Goal 4
- 8.5 Review Policy 3.2 - Personnel Policy
- 8.6 Review Policy 3.9 - Protection and Sharing of Intellectual Property (creative commons)
- 8.7 Review Policy 3.10 - Child Protection Policy
- 8.8 Board Report - Science - Nils Brown
- 8.9 Board Report - Hospitality & Home Economics - Shirley Kennedy
- 8.10 Board Report - Yr 9 & 10 Social Sciences - Shirley Kennedy
- 8.11 Board Report - Nga Mea Maori - Toni Sinclair
- 8.12 HR - Informal Review - Principal
- 8.13 Budget - Mid-year review
- 8.14 Student Elections - appoint Returns Officer
- 8.15 Roll return - 1st July

Meeting Closed at 6.30 pm

12. In-Committee – Items – 1

The Board moved to exclude the public from the meeting at 6.30pm 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 6.37pm

Next BOT Meeting to be held Monday, 25th June 2018 at 5.15pm in the Board Room

Board Chairperson: _____ **Date:** _____

Member present: _____ **Date:** _____

B.o.T. Meetings Correspondence
28th May 2018

INWARDS CORRESPONDENCE

	From	Subject
1.	Lifewalk Trust	Chaplaincy in school
2.	NZSTA	A guide for school trustees 2018
3.	MoE	NZ Education Gazette - 26 March 2018, Volume 97, Number 5
4.	Yvette Storey	School Rifles
5.	NZSTA	STAnews, March 2018, Issue 280
6.	NZSTA	NZSTA 29 th Annual Conference 20-22 July 2018, Rotorua, conference brochure
7.	MoE	NZ Education Gazette, 29 April 2018, Volume 97, Number 6
8.	Joan Hart	Board Report - NCEA Achievement 2018
9.	ERO	Unconfirmed ERO Report
10.	NZSTA	STAnews, April 2018, Issue 281
11.	NZSTA	Registering your delegate to the NZSTA Annual General Meeting
12.	Geoff Horton	NZ Area Secondary School National Tournament, Christchurch, 9-13 July 2018
13.	David Phillip	Board Report - Yr 9 & 10 Mathematics
14.	MoE	NZ Education Gazette, 30 April 2018, Volume 97, Number 7
15.	Ben Kennedy	Accept Permanent, Part Time SENCO/Learning Support role & Fixed Term, Part Time Teaching position
16.	Ben Kennedy	Resignation - Teacher Aide position
17.	MoE	NZ Education Gazette, 14 May 2018, Volume 97, Number 8
18.	NZEI TE RIU ROA	Paid Union Meetings for Primary Teachers & Principals
19.	Linley Huggins	Board Report - 2018 Secondary English

OUTWARDS CORRESPONDENCE

1.	Sam Blake	CAS .22 rifles
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**B.o.T Meeting Action List
28th May 2018**

Action	Person responsible for Action
EOTC/RAMS sample documents to be sent to Jamie Leckie	Abby & Daniel
IT Report from Victoria Field	Koren
Follow up with John Morrissey re: school rifles to be moved to Police Station gun safe	Abby