

COROMANDEL AREA SCHOOL
BOARD OF TRUSTEES MEETING MINUTES
held Monday, 25th June 2018

Opening Karakia

Meeting opened at 5.20pm

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), Chamya Radick (Student Representative)

2. **IN ATTENDANCE (non-board members):**
Debbie d’Auvergne – Board Secretary
Shirley Kennedy - Board Reports - Home Economics, Hospitality & Yr 9 & 10 Social Sciences -**5.24pm**

3. **Apologies:** Abby Morgan (arrived to meeting at 5.30pm)

MOVED to accept Apologies
(Moved: K Hopoi/D Hide-Bayne) Carried: BOT Members unanimously Time: 5.21pm

4. **Confirmation of Agenda:** Taken as read

5. **Confirmation of previous Minutes - 28th May 2018** - taken as read

MOVED that the Minutes of previous meeting 28th May 2018 be deemed true and correct
(Moved: D Hide Bayne/Y Storey) Carried: BOT Members unanimously Time:5.23pm

6. **Declaration of conflicts of interest (Conflict and pecuniary):**
Koren Hopoi - tenant in school flat

7. **Principal’s Report –**
Matters Arising from Principal Report:
 - 7.1 BoT conveyed their appreciation to staff & students for the effort put in to last Friday’s Crazy Day
 - 7.2 Room 6 refurbishment - Koren requested BoT approval to upgrade classroom with a repaint, new carpet, curtains & fix one wall with new gib or ply

Recommendation - motion to accept Principal’s Report – June 2018

MOVED that the Principal’s Report June 2018 be accepted
(Moved: D Hide-Bayne/D Kirsch) Carried: BOT Members unanimously Time: 6.03pm

8. Strategic Decisions:

8.1 **Recommendation** - motion to approve trip proposal to Kauaeranga Valley - 25-27 June 2018

MOVED to approve trip proposal to Kauaeranga Valley - 25 to 27 June 2018

Carried: BOT Members unanimously by email

8.2 **Recommendation** - motion to approve Room 6 upgrade up to a cost of approx \$10,000.00

MOVED to approve Room 6 upgrade up to a cost of approx \$10,000.00

(Moved: D Hide-Bayne/D Kirsch)

Carried: BOT Members unanimously

Time: 5.55 pm

8.3 **Recommendation** - motion for full Board to approve June creditors \$22,689.10

MOVED to approve June creditors \$22,689.10

(Moved: K Hopoi/A Morgan)

Carried: BOT Members unanimously

Time: 6.04 pm

8.4 **Recommendation** - motion for full Board to approve Coromandel Refrigeration & Heat invoice \$5,900.00 - heat pumps for school flats

MOVED to approve Coromandel Refrigeration & Heat invoice \$5,900.00

(Moved: D Hide-Bayne/A Morgan)

Carried: BOT Members unanimously

Time: 6.04 pm

8.5 **Recommendation** - motion to hold off with new fence at Tiki Rd & Pound St properties until costing for roof replacement at Pound St, insulation in school houses, pipe & driveway replacement at school flats have been received

MOVED to discuss further at next Sub-Committee Property Meeting

(Moved: K Hopoi/A Morgan)

Carried: BOT Members unanimously

Time: 6.04 pm

8.6 **Recommendation** - motion for full Board to accept Education Services Governance Financial Report as at 31st May 2018

MOVED to accept Education Services Governance Financial Report as at 31st May 2018

(Moved: D Hide-Bayne/Y Storey)

Carried: BOT Members unanimously

Time: 6.04 pm

8.7 **Recommendation** - motion to accept Home Economics, Hospitality & Yr 9 & 10 Board Reports presented by Shirley Kennedy

MOVED to accept Home Economics, Hospitality & Yr 9 & 10 Board Reports

(Moved: D Hide-Bayne/Y Storey)

Carried: BOT Members unanimously

Time: 6.05 pm

8.8 **Recommendation** - motion to accept Nga Mea Maori Board Report written by Joan Hart

MOVED to accept Nga Mea Maori Board Report

(Moved: D Hide-Bayne/Y Storey)

Carried: BOT Members unanimously

Time: 6.05 pm

8.9 **Recommendation** - motion to accept Health & Safety Board Report written by Jamie Rose Leckie

MOVED to accept Home Economics, Hospitality & Yr 9 & 10 Board Reports

(Moved: D Hide-Bayne/Y Storey)

Carried: BOT Members unanimously

Time: 6.05 pm

8.10 **Recommendation** - motion to approve rent increase at 155C Woollams Ave to \$270.00 per week including water

MOVED to approve rent increase at 155C Woollams Ave to \$270.00 per week including water
(Moved: A Morgan/D Hide-Bayne) Carried: BOT Members unanimously Time: 6.32 pm

8.11 **Recommendation** - motion to approve rent increase at 155 Tiki Road to \$240.00 per week

MOVED to approve rent increase at 155 Tiki Road to \$240.00 per week
(Moved: D Hide-Bayne/A Morgan) Carried: BOT Members unanimously Time: 6.32 pm

8.12 **Recommendation** - motion to approve up to \$3,000.00 for James Drainage to replace pipe and concrete footpath on driveway at school flats & Principal house

MOVED to approve up to \$3,000.00 for James Drainage for pipe replacement & concrete footpath replacement at school flats & Principal house
(Moved: D Hide-Bayne/A Morgan) Carried: BOT Members unanimously Time: 6.39 pm

8.13 **Recommendation** - motion to accept Peninsula Roofing & Scaffolding quote \$15,905.86 with additional cost up to \$3,000.00 to have spouting and downpipes replaced

MOVED to accept Peninsula Roofing & Scaffolding quote \$15,905.86 with additional cost up to \$3,000.00 to have spouting and downpipes replaced
(Moved: A Morgan/D Hide-Bayne) Carried: BOT Members unanimously Time: 6.44 pm

8.14 **Recommendation** - motion to accept Smart Energy Solutions quotes totaling \$10,867.33 to insulate school houses & flats

MOVED to accept Smart Energy Solutions quotes totaling \$10,867.33 to insulate school houses & flats
(Moved: D Hide-Bayne/A Morgan) Carried: BOT Members unanimously Time: 6.47 pm

8.15 **Recommendation** - motion to ratify following Policies:

- **Policy 3.2 - Personnel** - changes to Policy as follows:
7. Board approval is sought for any requests for discretionary staff leave with pay **greater than 2 days**
- **Policy 3.9** - Protection and Sharing of Intellectual Property (creative commons) - No changes
- **Policy 3.10** - Child Protection - No changes

MOVED to ratify the above Policies
(Moved: A Morgan/K Hopoi) Carried: BOT Members unanimously Time: 7.14 pm

8.16 **Recommendation** - motion to approve Coromandel Refrigeration quote \$3,289.00 for replacement air conditioning/heat pump units for Home Ec room

MOVED to approve Coromandel Refrigeration quote \$3,289.00
(Moved: D Hide-Bayne/A Morgan) Carried: BOT Members unanimously Time: 7.35 pm

9. Discussions:

- 9.1 **Board Report - Home Economics** - Shirley advised BoT that the Home Economics room needs a complete upgrade, the space & facilities are inadequate & in her opinion pose a health & safety risk to students & teacher. Koren to look at refurbishment when deciding what needs to be done in 2019 property plan.
BoT thanked Shirley for attending the Board Meeting & presenting her reports, they expressed their appreciation for the work she has put in to her reports.
- 9.2 **Board Report - Nga Nea Maori** - written by Joan Hart
- 9.3 **Board Report - Health & Safety** - written by Jamie Rose Leckie
- 9.4 **Board Reports Template** - Koren to change the structure of current Board Reporting template.
BoT have indicated they would like the Board Reports to include:
- 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?
- 9.5 **Fence alterations** - to be revisited at the next Board Meeting
- 9.6 **Rent increase for school houses** - Recommendation from Richardsons Real Estate to increase the rent at 155C Woollams Ave & Tiki Road properties to reflect the increase in market value less 25% for teachers. Extra needs to be incorporated in the rent for 155C Woollams Ave to cover water rates as it doesn't have its own water meter.
BoT agree on rent increases as follows:
155C Woollams Ave - \$265.00 per week + \$5.00 per week for water = \$270.00 per week
155 Tiki Road - \$240.00 per week
Board Secretary to advise Richardsons Real Estate of rent increases, ask Property Manager to send letters to tenants advising of rent increase

In-Committee – Items – 1

The Board moved to exclude the public from the meeting at 6.49pm to discuss a personnel issue under Section 48 of the Local Government Official Information and Meetings Act 1987

Principal left the room at 6.49pm due to conflict of interest

Deputy Board Chair called to come out of In-Committee at 7.00 pm

- 9.7 **World Challenge Trip**- Board Chair tabled World Challenge brochure. \$500.00 budget for World Challenge approved by Board Chair & Principal for incidentals/consumables for fundraising
- 9.8 **CiLT WiFi Proposal** - Agenda to next Board Meeting, 27th August 2018
- 9.9 **Review following Policies:**
- **Policy 3.2 - Personnel** - changes to Policy as follows:
7. Board approval is sought for any requests for discretionary staff leave with pay **greater than 2 days**
 - **Policy 3.9** - Protection and Sharing of Intellectual Property (creative commons) - No changes
 - **Policy 3.10** - Child Protection - No changes
- 9.10 **Term 2 Annual Plan Review** - Agenda to next Board Meeting, 27th August 2018
- 9.11 **HR - informal review - Principal** - Board Chair to show Principal Alan Hughes previous report at their next Wednesday meeting, 4th July 2018
- 9.12 **Budget - mid-year review** - completed at Finance Meeting held on 20th June 2018
- 9.13 **Student Elections** - Board Chair to ask Anna Galvin if she would be interested in Returns Officer role
- 9.14 **Roll return** - 1st July
- 9.15 **School Rifles** - Board Chair to follow up with local police station
- 9.16 **Chaplaincy in Schools** - Board Chair to write a letter declining contract

B.o.T. Meetings Correspondence
25th June 2018

INWARDS CORRESPONDENCE

| | From | Subject |
|-----|---------------------------------|--|
| 1. | MoE | NZ Education Gazette, 28 May 2018, Volume 97, Number 9 |
| 2. | NZSTA | STANews, May 2018, Issue 282 |
| 3. | Office of the Auditor General | School Audit arrangements for the 2018-2020 Financial years |
| 4. | ARGEST | Building Act Compliance and Safety Features Contract |
| 5. | Koren Hopoi | Trip Proposal Kauaeranga Valley 25 th - 27 th June 2018 |
| 6. | Joan Hart | Nga Nea Maori Board Report |
| 7. | Richardsons Real Estate | Inspection Report - Pound St |
| 8. | Jamie Rose Leckie | Health & Safety Board Report |
| 9. | Education Services | Governance Report as at 31 st May 2018 |
| 10. | ESN Construction | Alterations for fence quote \$26,695.00 excl GST |
| 11. | Johnston Fencing Ltd | Alterations to fence quote \$11,500.00 excl GST |
| 12. | Smart Energy Solutions | Quote \$4,008.13 excl GST for ceiling & underfloor insulation - 155C Woollams Ave (Principals house) |
| 13. | Smart Energy Solutions | Quote \$1,084.37 excl GST for ceiling & underfloor insulation - Flat 1 |
| 14. | Smart Energy Solutions | Quote \$1,084.37 excl GST for ceiling & underfloor insulation - Flat 2 |
| 15. | Smart Energy Solutions | Quote \$1,538.29 excl GST for ceiling & underfloor insulation - Pound St |
| 16. | Smart Energy Solutions | Quote \$ 3,152.17 excl GST for ceiling & underfloor insulation - Tiki Rd |
| 17. | NZSTA | Annual Report 2017 |
| 18. | MoE | NZ Education Gazette, 11 June 2018, Volume 97, Number 10 |
| 19. | Education Review Office | Confirmed ERO Report |
| 20. | Coromandel Refrigeration & Heat | Quote \$3,289.00 incl GST for 2 wall air conditioner/heat pump replacement for Home Economics room |

OUTWARDS CORRESPONDENCE

| | | |
|-----------|---------------------------|---|
| 1. | Shirley Kennedy | Hospitality, Home Economics & Social Sciences Board Reports |
| 2. | Nils Brown | Science Board Report |
| 3. | Joan Hart | Maori Board Report |
| 4. | Victoria Field | ICT 3 - 5 year plan |
| 5. | Board Chair | Permission given - Trip proposal - Kauaeranga Valley 25-27 June |
| 6. | Deborah Hide-Bayne | Permission given - Trip proposal - Kauaeranga Valley 25-27 June |
| 7. | Daniel Kirsch | Permission given - Trip proposal - Kauaeranga Valley 25-27 June |
| 8. | Yvette Storey | Permission given - Trip proposal - Kauaeranga Valley 25-27 June |

B.o.T Meeting Action List
25th June 2018

| Action | Person responsible for Action |
|---|--------------------------------------|
| Change structure of current Board Reporting template | Principal |
| Advise Richardsons Real Estate of rent increases | Board Secretary |
| Alan Hughes previous report for Principal | Board Chair |
| Student Elections Returning Officer - Ask Anna Galvin | Board Chair |
| School Rifles - follow up with local police station | Board Chair |
| Chaplaincy in Schools - write a letter declining contract | Board Chair |