

**COROMANDEL AREA SCHOOL  
BOARD OF TRUSTEES MEETING MINUTES  
held Monday, 24<sup>th</sup> September 2018**

Opening Karakia

Meeting opened at 5.20pm

1. **PRESENT:** Abby Morgan (BoT Chairperson), Deborah Hide Bayne (Deputy Board Chair)  
Koren Hopoi (Principal), Daniel Kirsch (BoT Parent Representative),  
Yvette Storey (BoT Staff Representative),
2. **IN ATTENDANCE (non-board members):**  
Debbie d’Auvergne – Board Secretary
3. **Apologies:** Chamyra Radick (Student Representative)

**MOVED** to accept Apologies  
(Moved: A Morgan/Y Storey)                      **Carried: BOT Members unanimously**                      **Time: 5.21pm**

4. **Confirmation of Agenda:** Taken as read - 5.21pm
5. **Confirmation of previous Minutes - 27<sup>th</sup> August 2018** - taken as read

**MOVED** that the Minutes of previous meeting 27<sup>th</sup> August 2018 be deemed true and correct  
(Moved: A Morgan/Y Storey)                      **Carried: BOT Members unanimously**                      **Time: 5.22pm**

6. **Declaration of conflicts of interest (Conflict and pecuniary): Nil**
7. **Principal’s Report –**  
Recommendation - motion to accept Principal’s Report – September 2018

**MOVED** that the Principal’s Report September 2018 be accepted  
(Moved: A Morgan/Y Storey)                      **Carried: BOT Members unanimously**                      **Time: 5.36pm**

8. **Strategic Decisions:**  
8.1 **Recommendation** - move for full Board approval - September creditors \$14,898.81

**MOVED** to approve September creditors \$14,898.81  
**Carried: BOT Members unanimously**                      **Time: 5.36pm**

- 8.2 **Recommendation** - move for full Board to accept Education Services Governance Report as at 31<sup>st</sup> July 2018

**MOVED** for full Board to accept Education Services Governance Report as at 31<sup>st</sup> July 2018  
**Carried: BOT Members unanimously**                      **Time: 5.37pm**

- 8.3 **Recommendation** - move for full Board to accept Richardsons Real Estate Statement of Account as at 31/08/18

**MOVED** for full Board to accept Richardsons Real Estate Statement of Account as at 31/08/18  
**Carried: BOT Members unanimously**                      **Time: 5.37pm**

- 8.4 **Recommendation** - move to accept William Buck Audit (NZ) Ltd proposed Audit Fees for the audit of the 2018, 2019, 2020 financial years. Proposed Audit Fee cost as follows: 2018- \$6200.00, 2019 - \$6380.00, 2020 - \$6550.00

**MOVED** to accept William Buck Audit (NZ) Ltd proposed Audit Fees for the audit of the 2018-2020 financial years

**Carried: BOT Members unanimously**

**Time: 5.37pm**

- 8.5 **Recommendation** - move to accept William Buck Audit (NZ) Ltd Letter of Engagement

**MOVED** to accept William Buck Audit (NZ) Ltd Letter of Engagement

**Carried: BOT Members unanimously**

**Time: 5.37pm**

- 8.6 **Recommendation** - move to accept Peninsula Roofing Ltd revised quote \$22,367.06 incl GST for re-roof, spouting with scaffold to house & garage with ceiling batts to house only - Pound St

**MOVED** to accept Peninsula Roofing Ltd revised quote \$22,367.06

**Moved: A Morgan/K Hopoi**

**Carried: BOT Members unanimously**

**Time: 5.38pm**

- 8.7 **Recommendation** - move to accept Coromandel Plumbing quote \$1800.00 excl GST to replace the spouting on the Science Block & Room 18

**MOVED** to accept Coromandel Plumbing quote \$1800.00 excl GST

**Moved: Y Storey/K Hopoi**

**Carried: BOT Members unanimously**

**Time: 5.36pm**

## 9. Discussions:

- 9.1 **Student Elections** - BoT thank Anna Galvin for the great job she did organizing the Student Elections. Kylah Berghan is the new Student Representative. BoT look forward to welcoming Kylah at the November Board Meeting.
- 9.2 **Health & Safety Board Report - Jamie Leckie** - BoT thank Jamie for her report, it was a good informative report. BoT unanimously accepted H & S Report at 5.46pm
- 9.3 **Fence alterations - outside Admin Bldg** - defer to November Board Meeting
- 9.4 **Consultation Review and results - key themes and next steps** - Discussed. BoT thanked Principal for the great job she has been doing. Final Consultation Meeting for BoT to be held Wednesday, 17<sup>th</sup> October at 5.30pm in the Board Room.
- 9.5 **Staffing for 2019 - Secondary** - reported on in Principals report
- 9.6 **ICONZ Programme** - discussed at last Board Meeting
- 9.7 **Charter Target Report - Annual Plan** - Principal advised that the Annual Plan is a work in progress - Consultation Review & SLT Review still to be finalized. Verbal overview to end of Term 3 and can adjust as we go.
- 9.8 **Informal Review - HR Tool Checklist** - Principal & Board Chair to discuss HR Review at next weekly meeting and report back to the Board in November.
- 9.9 **Board Process Requirement - Health Curriculum Consultation** - Community Consultation to be done, maybe set up a Survey Monkey?  
Principal to find out if there is a survey on Health Curriculum available through the CoL.
- 9.10 **ICT Board Report** - Principal discussed report with BoT - BoT thank Victoria for her report. BoT would like to receive a five year ICT plan so they know what to budget for each year. BoT unanimously accepted ICT Report at 6.55pm
- 9.11 **Board Reports** - to be discussed at November Board Meeting
- 9.12 **Food Policy** - Principal to ask staff for their input on healthy food choices, ideas on workable solutions for suitable healthy options for fundraisers.

10. Correspondence - listed separately - taken as read

**MOVED** to accept Correspondence

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

**Carried: BOT Members unanimously**

**Time:7.00pm**

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

11.1 Principal Report

11.2 Approve October & November creditors

11.3 Fence alterations - outside Admin Bldg

11.4 Board Reporting - to be discussed

11.5 Food Policy

11.6 Budget - 2019 Draft

11.7 Approve review plan 2019

11.8 EoY Target Report

11.9 Priority Learner Board Report - V Rouse

11.10 2019 Staffing

11.11 Outdoor Education & Secondary PE Board Report - Kelly Oldridge

11.12 Succession Planning - BoT

**Meeting Closed at 7.00pm**

**12. In-Committee – Items – 2**

The Board moved to exclude the public from the meeting at 7.00pm 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 7.56pm**

**Closing Karakia**

**Next BOT Meeting to be held Monday, 24<sup>th</sup> November 2018 at 5.15pm in the Board Room**

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

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

**B.o.T. Meetings Correspondence**  
**24<sup>th</sup> September 2018**

**INWARDS CORRESPONDENCE**

	<b>From</b>	<b>Subject</b>
<b>1.</b>	<b>MoE</b>	NZ Education Gazette, 27 August 2018, Volume 97, Number 15
<b>2.</b>	<b>NZSTA</b>	STANews, August 2018, Issue 285
<b>3.</b>	<b>MoE</b>	NZ Education Gazette, 10 September, Volume 97, Number 16
<b>4.</b>	<b>William Buck Audit (NZ) Ltd</b>	Audit Fee Proposal for the Years Ending 31 Dec 2018-2020, Statutory Annual Audits: Terms of Engagement & Cover Letter
<b>5.</b>	<b>Office of the Auditor-General</b>	The Audit of your School for 2018 to 2020
<b>6.</b>	<b>Peninsula Roofing Ltd</b>	Revised quote re-roof, spouting, with scaffold to house & garage with ceiling batts to house only - Pound St \$22,367.06 incl GST
<b>7.</b>	<b>Coromandel Plumbing (1986) Ltd</b>	Quote \$1800.00 excl GST to replace the spouting on the Science Block and Room 18

**OUTWARDS CORRESPONDENCE**

<b>1</b>	<b>Crombie Lockwood</b>	Vero Liability Insurance Employment Disputes Notification Form
<b>2</b>	<b>CoLT</b>	MoE Third Party Occupancy Application for Approval in Principle form
<b>3</b>	<b>CoL</b>	Signed CoL Memorandum of Agreement

**B.o.T Meeting Action List  
24<sup>th</sup> September 2018**

<b>Action</b>	<b>Person responsible for Action</b>
Contact CoL Principal to find out if there is a survey on Health Curriculum	Principal
Food Policy - ask staff for their input on healthy food choices, ideas on workable solutions to prepare food for fundraisers	Principal
Consultation Review and results - Final Consultation Meeting to be held on Wednesday, 17 <sup>th</sup> October at 5.30pm in the Board Room	BoT Members