



# COASTAL TARANAKI SCHOOL

## BOARD OF TRUSTEES

### Meeting Minutes: 11 September 2017

|  |  |
|--|--|
| <b>Meeting opened with Karakia:</b> 7.05 p.m.  |  |
| <b>Present:</b> Deborah Burmeister (Chairperson), Matthew Moorby, Gaylene MacLean, Andre Southorn, Ben Naughton (Acting Principal), Craig Taylor (Staff Rep), Kataraina Taipiri (Student Rep), Lesley Dowding (Talking Books), Glenda Palmer (Vocational Pathways, Careers and Gateway)  |  |
| <b>Apologies:</b>  |  |
| <b>Declaration of Interests:</b> To be declared as they arise  |  |
| <ul style="list-style-type: none"> <li>Lesley Dowding (7.10pm - 7.35pm): LD presented power-point (Talking Books). Identifying why our school Library is central to raising achievement at Coastal Taranaki. School</li> <li>Glenda Palmer (7.40pm - 8.20pm): GP presented power-point (Vocational Pathways, Careers and Gateway) outlining the department. What it is doing now and the direction in which it is developing and the expected outcomes</li> </ul>  |  |
| <b>Decisions:</b>  |  |
| <ul style="list-style-type: none"> <li><b>Motion:</b> The Coastal Taranaki School Board of Trustees supports the application to seek funding from the TSB Community Trust. This application will support the further development and use of ICT within the school based upon the ICT action plan and strategic goals.</li> <li><b>Motion:</b> Oxford Road bathroom refurbishment approved to the total cost of \$15,000.00</li> <li><b>Motion:</b> That the public be excluded from the following parts of the proceedings of this meeting namely agenda items 2.2, 4.1 and 4.2 <ul style="list-style-type: none"> <li>2.2: the grounds are that the matter is one of sensitive information</li> <li>4.1 and 4.2: the grounds are that the matter is one of personnel</li> </ul> This motion is proposed to comply with Sec 48 of the LGOI &amp; M Act 1987 and the special requirements when moving to exclude the public.</li> </ul> | <p>Moved DB, 2<sup>nd</sup> AS;<br/>Carried: Unanimously</p> <p>Moved DB, 2<sup>nd</sup> AS;<br/>Carried: Unanimously</p> <p>Moved DB, 2<sup>nd</sup> MM<br/>Carried: Unanimously</p>  |
| <b>Monitoring</b>  |  |
| <b>Principal's Report:</b> <ul style="list-style-type: none"> <li><b>Motion:</b> (see Principal's Report - Strategic Aim 6) The Coastal Taranaki School commit to fund Oakura School year 7 &amp; 8 pupils to attend CTS for one day a week to experience technology at a cost of \$3,00.00 for Term 4 2017.</li> <li>Reading Milage: Deferred to next meeting (31 October) Helen Colson (Reading Recovery) will present an report outlining the initiative</li> <li><b>Motion:</b> Sandi Hickey's LWOP request be approved on the condition that a specialist art teacher be employed to cover her position in her absence.</li> <li><b>Motion:</b> Cast Iron's quote to paint the school be accepted</li> <li>Konica Lease Update Proposal: The Board decided not to update the current Lease agreement.</li> <li><b>Motion:</b> Ardern Peters Architects be engaged to prepare a new 10YPP</li> </ul>                               | <p>Moved BN, 2<sup>nd</sup> AS;<br/>Carried: Unanimously</p> <p>Moved BN, no 2<sup>nd</sup><br/>Motion declined</p> <p>Moved MM, 2<sup>nd</sup> KT;<br/>Carried: Unanimously</p> <p>Moved MM, 2<sup>nd</sup> GM;<br/>Carried: Unanimously</p> <p>Moved DB, 2<sup>nd</sup> BN;<br/>Carried: Unanimously</p> |



# COASTAL TARANAKI SCHOOL

## BOARD OF TRUSTEES

- Healthy Eating Policy: To be reviewed next meeting.
- Academic Achievement: BN to discuss with SLT ways to best report on Academic Achievement so that everyone can understand the results and see patterns. Time line testing and reporting on different cohorts at different times.

### Strategic Discussions

**Community Consultation:** “Drop Boxes” to get community input for survey have been distributed through out the community. Proposed timeline

- Dropboxes made and distributed: 15 September (DB, CO, Maddy? KT)
- Collection date: Businesses 22 September, Cafes 24 September
- Summarise feedback: (DB, CO)
- Formalise Survey: 3 October (Next meeting)
- Survey online: 20 October

### Administration:

#### Correspondence

##### Inward

- Ed Services: July and August Financial Management Reports (Hard Copy and email)
- NZ Ed Gazette: Issue 14, 15 and 16 (Hard Copy)
- STA News: August 2017, Issue 275 (Hard Copy)
- NZEI: Support Staff Paid Union Meetings
- MoE: Ministry Bulletin for School Leaders: Special Issue 21 August & Issue 78 (email)
- MoE: In-class support for students with on-going learning needs

##### Outward

- Safety matters: Sewage Notice (22 August 2017)

**In-committee:** 8.25 p.m. - 8.30 p.m.

**In-committee Principal Recruitment:** (BN conflict, Secretary was asked to leave) 10.20 p.m

**Next Meetings:** 7.00p.m. 31 October 2017

Signed Chairperson: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# COASTAL TARANAKI SCHOOL

## BOARD OF TRUSTEES

### Declaration of Interests Register

| Name         | Description of Interest / Relationship           | Possible Conflict     |
|--------------|--|-----------------------|
| Ben Naughton | BN possible applicant for the Principal position | Principal recruitment |

### Action Plan

| Action   | Who             | By When               |
|--|-----------------|-----------------------|
| <i>Professional Development: NZSTA modules to be completed and recorded by all Board members</i>   | <i>All</i>      | <i>On-going</i>       |
| <i>Staff appraisal System to be reviewed. Staff to be surveyed</i>   | <i>BN</i>       | <i>September 2017</i> |
| <i>Financial summary to be reported to the Board</i>   | <i>BN / DB</i>  | <i>On-going</i>       |
| <i>Helen Colson to report to next meeting with the Reading Mileage initiative</i>  | <i>HC</i>       | <i>October 2017</i>   |
| <i>Leave Policy to be developed to deal with teacher LWOP requests during Term Time</i>  | <i>All</i>      | <i>ASAP</i>           |
| <b>Principal Report to include:</b><br><i>Reporting of attendance and pastoral of target groups (Middle School and Maori).</i><br><i>Academic results to be compared to national results</i><br><i>Compare problem behaviours against the top three indicators</i> | <i>BN</i>       | <i>On-going</i>       |
| <i>Contact Cast Iron to organise school painting</i>   | <i>BN</i>       | <i>ASAP</i>           |
| <i>Sign off Ardern Peters Architects agreement to prepare 10YPP</i>  | <i>DB</i>       | <i>ASAPS</i>          |
| <i>Healthy Eating Policy review</i>  | <i>All</i>      | <i>October 2017</i>   |
| <i>Suspension Procedure to be updated and presented to the Board for ratification</i>  | <i>DB</i>       | <i>September 2017</i> |
| <i>Make public confirmed ERO report</i>  | <i>BN</i>       | <i>On-going</i>       |
| <i>Discuss ways to best report on Academic Achievement</i>   | <i>BN / SLT</i> | <i>On-going</i>       |
| <i>Appliance Certification to be organised</i>   | <i>BN</i>       | <i>ASAP</i>           |