



# COASTAL TARANAKI SCHOOL

## BOARD OF TRUSTEES

### Meeting Minutes: 27 February 2018

<b>Meeting opened with Karakia:</b> 7.00 p.m.		
<b>Present:</b> Deborah Burmeister (Chairperson), Matthew Moorby, Gaylene MacLean, Craig Taylor (Staff Rep), Scott Walden (Principal)		
<b>Apologies:</b> Kyle Manson (Student Rep), John Pullar		
<b>Declaration of Interests:</b> Declared as they arise		
<b>Strategic Decisions</b>		
<b>Policy Review:</b>		
<ul style="list-style-type: none"> <li>• <u>5. Reporting to the Board Policy:</u> The Board don't want to create more work. Reporting needs to be current, focussed and forward thinking. Remove the wording "each Board Meeting" replace with "<i>as appropriate and agreed</i>"</li> <li>• <u>6. Trustees' Code of Behaviour Policy:</u> The Board need to show bi-culturalism through policies and documents. Add point 16 "<i>Reflect the intent of Hautū in decisions, actions and behaviour. (Cultural Responsiveness).</i>"</li> <li>• <u>9. Chair's Role Description Policy:</u> Add point 17 "<i>where appropriate the chair is to report to Board members information and advice received by them from MOE, NZSTA and other groups</i>"</li> <li>• <u>11 The Relationship Between the Board and the Principal Policy:</u> Unchanged. Good working relationships are at the heart of the BoT and the school</li> <li>• <u>11 The Relationship Between the Chair and the Principal Policy:</u> Unchanged.</li> </ul>	<p>Moved SW, 2<sup>nd</sup> MM; Carried: Unanimously</p> <p>Moved DB, 2<sup>nd</sup> CT; Carried: Unanimously</p> <p>Moved GM, 2<sup>nd</sup> DB; Carried: Unanimously</p> <p>Moved DB, 2<sup>nd</sup> GM; Carried: Unanimously</p> <p>Moved DB, 2<sup>nd</sup> GM; Carried: Unanimously</p>	
<b>Election of the 2018 Board Chairperson:</b> DB nominated and accepted		
<b>Delegations Review:</b>		
<b>Personnel</b>	<b>Delegated Authority</b>	<b>Term of Delegation</b>
<b>Disciplinary Committee</b> All current trustees except the Principal	That all current trustees excluding the Principal are delegated authority to be members of the Board's Disciplinary Committee acting under the Terms of Reference for this committee	Ongoing – reviewed annually
<b>Coastal Taranaki School DP</b> – Margeret Normanton	That the Board directs that, except where the Board at its discretion otherwise determines, the Deputy Principal shall, in the absence of the Principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and power of the Principal	Ongoing – reviewed annually



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<b>Board Chair</b> – Deb Burmeister	As per Board Policies	Ongoing – reviewed annually	
<b>Principal</b> – Scott Walden	As per Board Policies	Ongoing – reviewed annually	
<p><b>2018 School Fee Structure;</b></p> <ul style="list-style-type: none"> <li>• School Donation remains the same 2017</li> <li>• Photocopy fee is not being charged for 2018</li> <li>• Stationery fee remains the same as 2017</li> <li>• Individual subjects to assign fees that reflect actual costs to departments</li> </ul> <p><b>EOTC Approval:</b> Year 7 &amp; 8 and Year 5 &amp; 6 Camps approved on the prerequisite that all paperwork be completed, and they are self-funded</p> <p><b>Leave Approval and Staff Appointments:</b>  <b>Motion:</b> That the public be excluded from the following part of the proceedings of this meeting namely agenda items in the Principal’s Report Nag 3 and 6. The grounds are that the matter is one of personnel and the reason is to protect the privacy of individuals  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.</p>			<p>Moved DB, 2<sup>nd</sup> SW; Carried: Unanimously</p> <p>Moved SW, 2<sup>nd</sup> CT; Carried: Unanimously</p> <p>Moved SW, 2<sup>nd</sup> CT; Carried: Unanimously</p>
<b>Monitoring</b>			
<p><b>Principal’s Report:</b></p> <ul style="list-style-type: none"> <li>• Curtis Street school house tenancy to be organised. SW to meet with Laura at MOE to discuss long term plan e.g. school to receive rent or disposal.</li> <li>• Assessment data to be submitted to SLT next Monday – to be reported on next BOT meeting</li> <li>• Senior Uniform review to be conducted by Student Council &amp; reported back to BOT</li> <li>• Student Wellbeing Survey to be completed and results analysed.</li> </ul> <p><b>Community Consultation Update:</b> Survey is in draft form and needs to go live. Instead of using Survey Monkey which has a cost involved the Board decided to use Google Forms. Committee to meet and prepare final survey for approval by BOT</p> <p><b>Exit Interview Update:</b> On-going to be led by management rather than the Board – will be update in Charter to reflect this.</p>			<p>Moved SW, 2<sup>nd</sup> GM; Carried: Unanimously</p>
<b>Strategic Discussions</b>			
<p><b>Nag 4 – Financial:</b> 2018 Budget discussed. <b>Motion:</b> The Board accept the draft 2018 budget.  The following funding applications to be submitted:  NZCT – Rugby Uniforms (\$1500) &amp; Netball Uniforms (\$600), Sports Equipment (\$3000) Gazebo (\$2000)  Southern Trust – Kapa haka to the value of \$2000  Pelorus Trust – Playground equipment to the value of \$3000  Fonterra – (Grassroots) Equipment grant for the school farm  TSB Community Trust - \$50,000 for school van and ICT Hardware</p>			<p>Moved DB, 2<sup>nd</sup> SW; Carried: Unanimously</p>



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<p><b>BoT Vacancy: Motion:</b> to full the vacancy by selection. Advertise that the Board will select a new member in Opunake Coastal News, newsletter etc. BOT members to come back to next meeting with potential candidates.</p> <p><b>BoT 2018 Work Plan</b></p> <ul style="list-style-type: none"> <li>• Meetings to be held every 2<sup>nd</sup> Tuesday of the month</li> <li>• BoT Newsletter to go out to the community termly</li> <li>• BoT organise morning tea termly</li> <li>• Start review of 2019 Charter in September 2018</li> <li>• DB to update the workplan and upload to GoogleDrive</li> </ul> <p><b>Treaty of Waitangi:</b> On-going. Build on what has already been done.</p> <ul style="list-style-type: none"> <li>• Make the community Hangi an annual event – school led rather than board led. Integrate as part of curriculum.</li> <li>• Have a mid-year hui</li> <li>• Draft a Treaty of Waitangi Policy – part of upcoming PD</li> <li>• Plan for 2018 to start Hautu – Maori culture responsiveness for boards self-review</li> </ul> <p><b>NZSTA Conference:</b> 20-22 July in Rotorua. A good training and networking opportunity. Would be good if a Board member was able to attend.</p>	<p>Moved DB, 2<sup>nd</sup> SW; Carried: Unanimously</p>
<p><b>Identified Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Possible candidates to full Board Vacancy</li> <li>• NZSTA Conference who is available to attend</li> </ul>	
<p><b>Administration:</b></p>	
<p><b>Minutes of the Previous Meeting:</b></p> <ul style="list-style-type: none"> <li>• 5 December 2017: Confirmed as a True and Correct Record</li> </ul> <p><b>Professional Development (Up-Coming)</b></p> <ul style="list-style-type: none"> <li>• Block Weekend (5 &amp; 6 May) <ul style="list-style-type: none"> <li>○ Your community, concerns &amp; complaints</li> <li>○ Employer role</li> <li>○ Student Achievement</li> <li>○ The boards policy framework</li> </ul> </li> <li>• CT &amp; GM completed NZSTA Essential Governance workshop 22<sup>nd</sup> Feb</li> </ul> <p><b>Correspondence</b></p> <p><u>Inward</u></p> <ul style="list-style-type: none"> <li>- Ed Services: November Financial Management Reports (Hard Copy and email) and December Draft Reports (email only)</li> <li>- NZ Ed Gazette: Number 22, 1, 2 &amp; 3 (Hard Copy)</li> <li>- STA News: Issues 279 (Hard Copies)</li> <li>- Ministry Bulletin for School Leaders / He Pitopito Korero Issue 84 &amp; 85</li> <li>- Letter to Vacate Curtis Street (received 05.02.2018)</li> <li>- Permission for Camp (from MN)</li> <li>- Year 7 &amp; 8 Camp Changes (from CT)</li> <li>- NZSTA: Professional Development Schedule 2018</li> <li>- NZSTA: 2018 AGM information</li> </ul>	<p>Moved DB, 2<sup>nd</sup> MM; Carried: Unanimously</p>



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<ul style="list-style-type: none"> <li>- NZEI: Notification of Paid Union Meetings</li> <li>- NZEI: Worksite Rep Training dates</li> <li>- Resignation Letter SN</li> </ul> <p><b>Outward</b></p> <ul style="list-style-type: none"> <li>- Approval of Request for Flexible Hours to EF</li> </ul>	
<p><b>In-Committee:</b> 8.20 p.m.</p> <p><b>Out of In-Committee:</b> 9.00 p.m.</p> <p><b>Next Meeting:</b> 13 March 2018</p> <p><b>Meeting Closed:</b> 10.00 p.m.</p>	

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

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

### Declaration of Interests Register

Name	Description of Interest / Relationship	Possible Conflict
Matt Moorby	MM partner is a staff member	Staffing
Craig Taylor	CT is a staff member	Staffing
Kyle Manson	KM is part of the student body	Student Behaviour Management

### 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>Financial summary to be reported to the Board</i>	<i>SW / DB</i>	<i>On-going</i>
<i>Write a CRT policy to present to the Board for ratification</i>	<i>SW &amp; SLT</i>	<i>April 2018</i>
<i>Contact Laura at MOE to discuss long term plan for Curtis Street property. New tenant to be sorted.</i>	<i>SW</i>	<i>March 2018</i>
<i>Get Community Consultation Survey drafted to be submitted to the BOT for approval</i>	<i>GM &amp; DB</i>	<i>March 2018</i>
<i>Work on potential candidates for BOT position</i>	<i>All</i>	<i>March 2018</i>
<i>Update 2018 workplan and upload to GoogleDrive</i>	<i>DB</i>	<i>ASAP</i>
<i>Update policies and delegations for changes and upload to GoogleDrive</i>	<i>DB</i>	<i>ASAP</i>
<i>Approved budget to be submitted to Ed Services</i>	<i>JK</i>	<i>March 2018</i>
<i>Fees to be invoiced as per changes</i>	<i>JK</i>	<i>March 2018</i>
<i>Advertise the selection of a new BOT member in the Opunake Coastal News and newsletter</i>	<i>JK</i>	<i>13 March 2018</i>