



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Meeting Minutes: 5 December 2017

Meeting opened with Karakia: 7.00 p.m.	
Present: Deborah Burmeister (Chairperson), Matthew Moorby, Gaylene MacLean, Craig Taylor (Staff Rep), Kyle Manson (Student Rep), Scott Walden	
Apologies: Ben Naughton (Acting Principal)	
Declaration of Interests: To be declared as they arise	
SW to have speaking rights for the meeting	Moved DB, 2 nd CT; Carried: Unanimously
Monitoring	
Principal's Report: <ul style="list-style-type: none"> • Charter review to start. Improvement Plan waiting for Variance Report. SLT meeting to do this 11, 12 & 13 December. Community Consultation and Wellbeing Survey results will also be used to feed into the Charter Review • Attendance in Year 7 not looking good. This is contributed to classroom teacher not having a laptop to enter the data. Target for next year to get reliable data for attendance. • Roll: 2018 drop has serious implications in funding and staffing for the future • Advertising for an English / Social Sciences and Science teachers has been done. Closing date 18 December 2017 • Dangerous Playground equipment has been removed from the Junior Playground and stored at MMs. The need to get playground properly audited was highlighted. SW has a contact that could help with this. Needs to be included in next years budget 	Moved DB, 2 nd JP; Carried: Unanimously
Strategic Discussions	
2018 Target Groups: Classroom data (Check Google Drive) will be used to direct setting 2018 targets. Professional Learning and Development	
Wellbeing Questionnaire: Waiting for the results. Results will be used when reviewing the charter and setting Strategic Goals.	
The Board completed SWOT analysis	
Identified Agenda Items for Next Meeting (05.12.2017)	
Administration:	
Correspondence Inward <ul style="list-style-type: none"> - NZ Ed Gazette: Issue 21 (Hard Copy) - MoE: Ministry Bulletin for School Leaders: Issue 83 (email) - STA News: Issues 277 & 278 (Hard Copies) 	
Next Meeting: 13 th February 2018	
Meeting Closed: 9.10 p.m.	



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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
Ben Naughton	Part of the complaint letters	Complaints
Ben Naughton	BN 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>Staff appraisal System to be reviewed. Staff to be surveyed</i>	<i>BN</i>	<i>November 2017</i>
<i>Financial summary to be reported to the Board</i>	<i>BN / DB</i>	<i>On-going</i>
<i>Leave Policy to be developed to deal with teacher LWOP requests during Term Time</i>	<i>All</i>	<i>January 2018</i>
Principal Report to include: <i>Reporting of attendance and pastoral of target groups (Middle School and Maori).</i> <i>Academic results to be compared to national results</i> <i>Compare problem behaviours against the top three indicators</i> <i>Accident Register breakdown</i>	<i>BN</i>	<i>On-going</i>
<i>Write a CRT policy to present to the Board for ratification</i>	<i>SW & SLT</i>	<i>January 2018</i>
<i>Check out van regulations / restrictions if bought with Gateway funds</i>		<i>April 2018</i>
<i>Discuss ways to best report on Academic Achievement</i>	<i>BN / SLT</i>	<i>On-going</i>
<i>Obtain quote for draining the Junior Playground</i>	<i>BN</i>	<i>ASAP</i>
<i>Obtain quote for whole school carpet cleaning</i>	<i>BN</i>	<i>ASAP</i>
<i>Hui summary to be prepared and circulated to staff and community</i>	<i>GM</i>	<i>November 2017</i>
<i>SWOT Analysis photographed and distrusted to Board members through Google Drive</i>	<i>DB</i>	<i>ASAP</i>
<i>Obtain Wellbeing Questionnaire results</i>	<i>BN</i>	<i>ASAP</i>