



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Meeting Minutes: 10 April 2018

Meeting opened with Karakia: 7.00 p.m.	
Present: Deborah Burmeister (Chairperson), Matthew Moorby, Gaylene MacLean (arrived late), John Pullar, Craig Taylor (Staff Rep, <i>face time</i>), Scott Walden (Principal), Kyle Manson (Student Rep)	
Apologies: Nil	
Declaration of Interests: Declared as they arise	
Strategic Decisions	
<p>2018 Charter Approval: Motion: The Board accept the 2018 Charter as presented at the meeting</p>	Moved SW, 2 nd DB; Carried: Unanimously
<p>North Taranaki Learning Survey: SW presented and outlined the background of the Learning Communities. What the steering group needs from Boards as a decision on which of the three themes the school would like to collaborate on.</p> <ol style="list-style-type: none"> 1. Health and Wellbeing 2. Learning to Learn 3. Cultural Awareness <p>The Board discussed each topic. All of the topics are relevant and closely interlinked. The Board are aware of staff workload and were conscious of not beginning something on top of what was already being done but rather supporting the programmes that are already being implemented</p> <p>Motion: After discussion the Board has decided to pursue the Learning Community Health and Well Being option</p>	Moved DB, 2 nd SW; Carried: Unanimously
Monitoring	
<p>Principal's Report:</p> <ul style="list-style-type: none"> • The “homework” in purchasing a van needs to be completed. A proposal with costs and different options to be presented at the next meeting. A policy for van use needs to be written and adopted • The Building Warrant of Fitness needs to be updated. • Curtis Street house. Nicky Phillips has applied to rent the school house. The Board are satisfied with her references and are willing to rent the house to her and her children. The tenancy of the house will not commence until after some remedial work is done (before 1 June). The Board is currently seeking clarification on where rent money is to be paid. • The Board request that the ministry support their application to manage the rent and tenancy of the School (Caretaker’s) House on Curtis Street in Okato. Currently the Board manage and budget for expenses related to this school house but the property is otherwise managed by Property Managers on behalf of the Ministry of Education. • EOTC Approval: Student Leaders NZASA Leadership Camp 2018 approved 	<p>Moved SW, 2nd GM; Carried: Unanimously</p> <p>Moved SW, 2nd MM; Carried: Unanimously</p> <p>Moved DB, 2nd SW; Carried: Unanimously</p> <p>Moved DB, 2nd SW; Carried: Unanimously</p>



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Financial Report: <ul style="list-style-type: none">• Motion: February Financial Reports, accepted and passed.• Term Deposits: Motion: The current Term Deposits the school holds to be re-invested for a longer term for a higher rate of interest	
Strategic Discussions	
Programmed Property Services Proposal <ul style="list-style-type: none">• Motion: The Board accept the Programmed Property Services Proposal with an added clause for the price to be adjusted if the MoE rationalisation plan commences before the start of the painting contract.	Moved DB, 2 nd JP; Carried: Unanimously
Administration:	
Minutes of the Previous Meeting: <ul style="list-style-type: none">• 13 March 2018: Confirmed as a True and Correct Record Professional Development (Up-Coming) <ul style="list-style-type: none">• Block Weekend (5 & 6 May) – schedule of information presented.<ul style="list-style-type: none">○ Your community, concerns & complaints○ Employer role○ Student Achievement○ The boards policy framework Correspondence: <u>Inward</u> <ul style="list-style-type: none">• February Financial Statements (Email and Hard copy)• NZSTA: Membership Matters• NZSTA News: March 2018• NZSTA: Conference Brochure• NZSTA: A Guide to Trusteeship 2018• Education Gazelle: 26 March 2018• MoE: Ministry Bulletin for School Leaders: Issue 87 & 88 <u>Outward:</u> <ul style="list-style-type: none">• TSB change of signatory (email) Board members to complete the meeting evaluation on Goggle Drive	Moved DB, 2 nd MM; Carried: Unanimously
Power went off at 7.50 the Agenda was adjusted so the Board members could get home before weather conditions deteriorated.	
Next Meeting: 8 May 2018	
Meeting Closed: 8.30 p.m.	

Signed Chairperson: _____

Date: ____/____/____



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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 & 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>May 2018</i>
<i>Get Community Consultation Survey drafted to be submitted to the BOT for approval</i>	<i>GM & DB</i>	<i>April 2018</i>
<i>Work on potential candidates for BOT position. A list of Maori families to be forward to DB</i>	<i>All JK</i>	<i>April 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>On-going</i>
<i>Education Services to be notified for the changes in budget</i>	<i>DB</i>	<i>March 2018</i>
<i>SOY Analysed and presented to the Board</i>	<i>SW</i>	<i>April 2018</i>
<i>Testing & Reporting Schedule finalised and emailed out</i>	<i>SW</i>	<i>ASAP</i>
<i>Signatories to be updated with TSB Bank</i>	<i>JK</i>	<i>March 2018</i>
<i>Complete the North Taranaki Learning Community survey</i>	<i>SW</i>	<i>May 2018</i>
<i>Van costs and options</i>	<i>???</i>	<i>May 2018</i>
<i>Argest to be contacted re. BWOF</i>	<i>JK</i>	<i>ASAP</i>