



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Meeting Minutes: 15th May 2018

Meeting opened with Karakia: 7.05 p.m.	
Present: Deborah Burmeister (Chairperson), Matthew Moorby, Gaylene MacLean, John Pullar, Craig Taylor (Staff Rep), Scott Walden (Principal), Kyle Manson (Student Rep)	
Apologies: Nil	
Declaration of Interests: Declared as they arise	
Strategic Decisions	
<p>CTS Board policy framework: Motion: The Board rescinds the previous NZSTA policy framework adopted by the Board.</p> <p>Motion: The Board “in principle” adopts the 2017 NZSTA policy framework to reflect the changes in legislation.</p> <p>The new framework has been updated at reflect the Coastal Taranaki School conditions regarding financial limits and leave approval timeframes which were approved in our previous framework. The policies will continue to be reviewed as per our Board workplan.</p> <p>All Board member read, discussed and signed the Coastal Taranaki School Trustees Code of Behaviour Policy. A copy is to be stored on Google Drive</p> <p>Delegations: <i>Finance committee:</i> Motion: That the Board accepts the Finance Committee members listed have delegated authority to be members of the board’s Finance Committee acting under the Terms of Reference for this committee outlined in the Board policy framework. To be reviewed annually. Committee includes DB, SW and JK (Jacky Kopu)</p> <p><i>Disciplinary committee:</i> Motion: That the Board accepts the Disciplinary Committee have delegated authority to be members of the board’s Disciplinary Committee acting under the Terms of Reference for this committee outlined in the Board policy framework. To be reviewed annually. Committee includes all current trustees except the Principal.</p> <p>Purchase of school van: Funding has been received from Friends of Coastal Taranaki School of \$10,000 towards the purchase of a new school van. Prior to the van purchase a review of the van procedure to be carried out. Motion: The Board accepts a proposal to purchase a Toyota Minivan - 12-seater up to the value of \$48,990.</p>	<p>Moved DB, 2nd JP; Carried: Unanimously</p> <p>Moved GM, 2nd DB; Carried: Unanimously</p> <p>Moved MM, 2nd GM; Carried: Unanimously</p> <p>Moved SW, 2nd GM; Carried: Unanimously</p> <p>Moved SW, 2nd JP; Carried: Unanimously</p>



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Monitoring	
<p>Principal's Report: Discussed the opportunity for further board professional development to support the Board around the Treaty of Waitangi and policy development. SW to contact Damon Ritai to facilitate this opportunity.</p> <p>Discussed student wellbeing survey completed by the PB4L PLG. While very positive, it highlighted areas of improved which have already been addressed in our current charter.</p> <p>Discussed EDLead's proposal to review our school vision, values and teaching beliefs. Funding for this proposal to be contributed by the Ministry</p> <p>NZCT grant application to be prepared for the value of \$9,028. Motion: The Board accepts the grant application to NZCT for \$9,028 for the purchase of sports uniforms, equipment and gear</p> <p>BWOF expired in April but the work required to complete this due to be done in June by Southcoast.</p> <p>A proposal from Cast Iron presented to the Board for additional internal painting previous not quoted. The quote was for \$3,930 plus GST Motion: The board accepts the Cast Iron quote for additional internal painting</p> <p>Motion: That the public be excluded from the following parts of the proceedings of this meeting namely agenda items 3.1 3.1 the grounds are that the matter is one of sensitive information This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.</p> <p>Motion: The Board accepts the May principal report including an additional update of Property work tabled separately</p> <p>Financial Report: Finance Committee presented the Funds Forecast report with actual to March 2018. Based on this report we have under budgeted our expected income due to increased senior students and the return of some 2017 banked staffing. Two areas of likely overspend is R&M due to the 10YA costs not budgeted for and staff wages. Theses will be investigated further by the Finance Committee during the Budget review in June</p> <p>Motion: The Board accepts and passes the March Financial reports.</p>	<p>Moved DB, 2nd SW; Carried: Unanimously</p> <p>Moved SW, 2nd DB; Carried: Unanimously</p> <p>Moved MM, 2nd DB; Carried: Unanimously</p> <p>Moved SW, 2nd GM; Carried: Unanimously</p> <p>Moved DB, 2nd GM; Carried: Unanimously</p>
Strategic Discussions	
<p>Concerns and Compliant procedure: A copy of the NZSTA template procedure for dealing with concerns and complaints at school was discussed and worked through.</p>	



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

<p>Changes were discussed and documented to amend to fit the Coastal Taranaki School system. Draft to be amended to staff feedback before presenting at the next Board meeting for approval.</p> <p>BOT vacancy:</p> <p>The board to continue as is but to continue to advertise a vacancy on the Board</p> <p>Community Consultation:</p> <p>The board discussed the update and will continue to ensure it is targeted at a governance level. To discuss with Edlead on how we can collaborate with the work they are doing to review the current school vision and values. SW is to report back to our community on the outcomes of our 2017 consultation in the next newsletter.</p>	
<p>Administration:</p>	
<p>Minutes of the Previous Meeting: Motion: The board accepts that the 13 April 2018 minutes are confirmed as a true and correct record</p> <p>Professional Development: Central West regional executive Mini Conference - 27th May NZSTA Conference - 20 July -22 July</p> <p>Correspondence: <u>Inward</u></p> <ul style="list-style-type: none">• March Financial Statements (Email and Hard copy)• NZSTA: Membership Matters - 4 May 2018• NZSTA News: April 2018 No 281• Sunday Star Times - Official Information Act request• Area Schools Conference 22-24th of August information• Education Gazette: Volume 97 no 6,7,8• Ministry of Education final banked staffing balance for 2017• MoE: Ministry Bulletin for School Leaders: Issue 89• Delegate to NZSTA Annual General Meeting information• Paid Union Meeting for Primary Teachers & Principals notification <p>Meeting evaluation Board members to complete the meeting evaluation on Goggle Drive</p>	<p>Moved SW, 2nd DB; Carried: Unanimously</p>
<p>Next Meeting: 12th June 2018</p>	
<p>Meeting Closed: 9.30pm</p>	

Signed Chairperson: _____

Date: _____ / _____ / _____



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

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>Finance Committee</i>	<i>Each BOT meeting</i>
<i>Get Community Consultation Survey drafted to be submitted to the BOT for approval in consultation with Edlead</i>	<i>GM & DB</i>	<i>June 2018</i>
<i>Update 2018 workplan and upload to Googledrive</i>	<i>DB</i>	<i>On-going</i>
<i>Update policies and delegations for changes and upload to GoogleDrive</i>	<i>DB</i>	<i>On-going</i>
<i>Draft the Coastal Taranaki School concerns and compliant procedure to submit to staff for feedback</i>	<i>DB & SW</i>	<i>May 2018</i>
<i>Education Services to be notified for the changes in budget</i>	<i>Finance Committee</i>	<i>June 2018</i>
<i>Complete BOT meeting evaluation forms</i>	<i>ALL</i>	<i>Each BOT meeting</i>
<i>Further board professional development to support the Board around the Treaty of Waitangi and policy development. Contact Damon Ritai to facilitate this opportunity.</i>	<i>SW</i>	<i>June 2018</i>