



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Meeting Minutes: 19th June 2018

Meeting opened with Karakia: 7.26 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	
Concerns and Compliant procedure:	
<p>Following staff feedback the updated procedure was presented for approval. The updated procedure to be communicated to the staff community through BOT newsletter and updated on the school website.</p> <p>Motion: The Board approves the concerns and compliant procedure</p>	<p>Moved DB, 2nd JP; Carried: Unanimously</p>
Charter summary:	
<p>The Charter summary was presented for approval. The updated summary to be communicated to the staff community through BOT newsletter and updated on the school website.</p> <p>Motion: The Board approves the charter summary</p>	<p>Moved GM, 2nd SW; Carried: Unanimously</p>
2018 Governance Policy Framework:	
<p>Motion: The Board rescinds the previous NZSTA policy framework adopted by the Board</p>	<p>Moved MM, 2nd KM; Carried: Unanimously</p>
<p>Motion: The Board ‘in principle’ adopts the 2018 NZSTA policy framework to reflect the changes in legislation.</p>	<p>Moved MM, 2nd SW; Carried: Unanimously</p>
<p>The new framework had been updated to 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 work plan</p>	
Monitoring	
Principal’s Report:	
<p>Attendance data discussed in discuss - a focus area for improvement throughout Term 2.</p>	
<p>Van procedure reviewed by management - minor adjustments to be done by the Management Team</p>	
<p>Study Leave application for Staff member was approved by BOT electronically this month.</p>	
<p>TSB Community Trust application to be prepared for the value of \$60,000.</p> <p>Motion: The Board accepts the grant application to TSB Community Trust for \$60,000 for IT equipment.</p>	<p>Moved SW, 2nd JP; Carried: Unanimously</p>



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<p>A proposal from Blindz Direct quote for the replacement and repair of blinds throughout the school. The quote was for \$2,052.17 plus GST</p> <p>Motion: The board accepts the from Blindz Direct for blinds</p> <p>Motion: The Board accepts the June Principal report</p> <p>Financial Report:</p> <p>Finance Committee to meeting during June to complete the Budget review for approval at our July meeting</p> <p>Motion: The Board accepts and passes the April Financial reports.</p>	<p>Moved DB, 2nd JP; Carried: Unanimously</p> <p>Moved JP, 2nd CT; Carried: Unanimously</p> <p>Moved DB, 2nd JP; Carried: Unanimously</p>
Strategic Discussions	
<p>BOT vacancy:</p> <p>The board to continue as is but to continue to advertise a vacancy on the Board</p>	
Administration:	
<p>Minutes of the Previous Meeting:</p> <p>Motion: The board accepts that the 15 May 2018 minutes are confirmed as a true and correct record</p> <p>Professional Development:</p> <p>NZSTA Conference - 20 July -22 July</p> <p>Correspondence:</p> <p><u>Inward</u></p> <ul style="list-style-type: none">• April Financial Statements (Email and Hard copy)• NZSTA News: April 2018 No 282• Area Schools Conference 22-24th of August information• Education Gazette: Volume 97 no 9,10• MoE: Ministry Bulletin for School Leaders: Issue 90, 91, 92• NZSTA Annual Report 2017 <p><u>Outward</u></p> <ul style="list-style-type: none">• MOE - Sylvia Howieson - school closure 21st February 2018• MOE - Sylvia Howieson - school closure 11st April 2018• MOE - Sylvia Howieson - school closure 13st June 2018•• <p>Meeting evaluation</p> <p>Board members to complete the meeting evaluation on Goggle Drive</p>	<p>Moved JP, 2nd MM; Carried: Unanimously</p>



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Next Meeting: 16th July 2018

Meeting Closed: 9.42pm

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>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 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>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>