



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Meeting Minutes: 25th July 2018

Meeting opened with Karakia: 7.10 p.m. (GM led karakia)	
Present: Deborah Burmeister (Chairperson), Matthew Moorby, Gaylene MacLean, John Pullar (arrived 7.25p.m.), Scott Walden (Principal), Kyle Manson (Student Rep)	
Apologies: Craig Taylor (Staff Rep)	
Declaration of Interests: Declared as they arise	
Strategic Decisions	
CTS Board policy framework: Motion: The Board reviewed 2.2 Governance Policy 4 - Conflict of Interest. After discussion and clarification the Board moved to accept the policy with no changes	Moved DB, 2 nd JP; Carried: Unanimously
Monitoring	
Principal's Report: Attendance: Positive results for Term 2 with a marked improvement from Term 1. Target for Term 3: 91%. Curriculum: Jason Ruakere will need to complete EOTC forms for the "Learnz Field Trip" This trip will be treated as a school trip and will need all relevant paperwork completed. Problem Behaviour: SWIS reporting system working well. The majority of incidents reported were "Minor", these include our top 5 problem behaviours. Self-Review: Staff will be asked to complete the well-being survey to ascertain their areas of interest / expertise. Results will assist in organising Professional Development opportunities. The Board encourage staff to extend their passions and want staff to be able to grow in their positions. The intent is not to manage PLD opportunities for staff but to get an idea of the capabilities within our current teaching staff. The strengths and interests within our current team will also help to inform our needs when we begin with the recruitment of our permanent staffing. Motion: The Board accepts the July principal report	Moved SW, 2 nd DB; Carried: Unanimously
Financial Report: Accounts tracking well. 56% of income received and 46% of budget spent DB explained proposed changes to the budget after the review earlier in the Term (see break down). Changes made to reflect actual spending. Motion: The Board accepts adjustments to the Budget. Education services to be instructed to implement the changes.	Moved DB, 2 nd GM; Carried: Unanimously



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<p>Motion: The Board accepts and passes the May and June Financial reports.</p> <p>Motion: Insurance: The Board reviewed the current insurance cover and put into effect changes to better reflect what the school requires for coverage</p> <p>Remove: Common Room Growing Shed School Library Cricket Pitch</p> <p>Adjust Cover: Combine Playgrounds to \$100,000.00</p> <p>Query: Assembly Hall - why is covered as a separate item Curtis Street - Insured value?? Realistic</p> <p>Motion: Photocopy Lease: After comparing / revaluating proposals from Konica and Ricoh the Board decided to accept the Ricoh proposal. The new contract will come into effect at the start of October.</p>	<p>Moved DB, 2nd SW; Carried: Unanimously</p> <p>Moved DB, 2nd JP; Carried: Unanimously</p> <p>Moved DB, 2nd SW; Carried: Unanimously</p>
Administration:	
<p>Minutes of the Previous Meeting:</p> <p>Motion: The board accepts that the 19 June 2018 minutes are confirmed as a true and correct record</p> <p>Professional Development:</p> <p>21 August: Treaty of Waitangi and policy development - Damon Ritai 3 September: Charter Review - NZSTA 3 September: Succession Planning - NZSTA</p> <p>Correspondence:</p> <p><u>Inward</u></p> <ul style="list-style-type: none">• May and June Financial Statements (Email and hard copy)• NZSTA News: June 2018• Education Gazette: 25 June 2018, 16 July 2018• MoE: Ministry Bulletin for School Leaders: Issue 93• Paula Fleming resignation• MoE: School closure reply <p><u>Outward</u></p> <ul style="list-style-type: none">• BoT Newsletter: June 2018• Okato Play Group: Licence to Occupy School Premises <p>Meeting evaluation</p> <p>Board members to complete the meeting evaluation on Goggle Drive</p>	<p>Moved SW, 2nd DB; Carried: Unanimously</p>
<p>Next Meeting: 14 August 2018</p> <p>Meeting Closed: 9.40pm</p>	

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>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>Policies to be put on staff drive</i>	<i>SW</i>	<i>ASAP</i>
<i>Complete BOT meeting evaluation forms</i>	<i>ALL</i>	<i>Each BOT meeting</i>
<i>Contact Marsh regarding updating Insurance Cover</i>	<i>SW</i>	<i>August 2018</i>
<i>Organise Copier lease to be changed</i>	<i>SW</i>	<i>August 2018</i>