



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Meeting Minutes: 14th August 2018

| Meeting opened with Karakia: 7.10 p.m. (GM led karakia) | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|------|----------------------|-----|-----------------------------|-----------------------------|-----------------|-----------------------------|-------------------------|--------------------------|--------------------------|-------------------------------|-------------------|----------------------------|-----------------------|--------------------------------|--------------|--------------------|-------------|-------------------------------|--------------------|-----------------------------|---|
| Present: Deborah Burmeister (Chairperson), Matthew Moorby, Gaylene MacLean, John Pullar, Scott Walden (Principal), Kyle Manson (Student Rep), Craig Taylor (Staff Rep <i>skyped</i>) | | | | | | | | | | | | | | | | | | | | | | | |
| Apologies: Nil | | | | | | | | | | | | | | | | | | | | | | | |
| Declaration of Interests: Declared as they arise | | | | | | | | | | | | | | | | | | | | | | | |
| Strategic Decisions | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Student Election Time Line: Motion: Jacky Kopu be appointed returning officer for the BOT Student Election. Election date 21 September 2018. Timeline</p> <p>Election Planner Tool</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; font-weight: normal;">EVENT</th> <th style="text-align: left; font-weight: normal;">DATE</th> </tr> </thead> <tbody> <tr> <td>Fix Election Date by</td> <td>Now</td> </tr> <tr> <td>Select Returning Officer by</td> <td>Wednesday, 15th August 2018</td> </tr> <tr> <td>Close Main Roll</td> <td>Wednesday, 22nd August 2018</td> </tr> <tr> <td>Call for Nominations by</td> <td>Friday, 24th August 2018</td> </tr> <tr> <td>Close Supplementary Roll</td> <td>Wednesday, 5th September 2018</td> </tr> <tr> <td>Nominations Close</td> <td>Friday, 7th September 2018</td> </tr> <tr> <td>Voting Papers Sent by</td> <td>Wednesday, 12th September 2018</td> </tr> <tr> <td>Election Day</td> <td style="border: 1px solid black;">September 21, 2018</td> </tr> <tr> <td>Count Votes</td> <td>Thursday, 27th September 2018</td> </tr> <tr> <td>Board Takes Office</td> <td>Friday, 28th September 2018</td> </tr> </tbody> </table> | EVENT | DATE | Fix Election Date by | Now | Select Returning Officer by | Wednesday, 15th August 2018 | Close Main Roll | Wednesday, 22nd August 2018 | Call for Nominations by | Friday, 24th August 2018 | Close Supplementary Roll | Wednesday, 5th September 2018 | Nominations Close | Friday, 7th September 2018 | Voting Papers Sent by | Wednesday, 12th September 2018 | Election Day | September 21, 2018 | Count Votes | Thursday, 27th September 2018 | Board Takes Office | Friday, 28th September 2018 | <p>Moved DB, 2nd JP; Carried: Unanimously</p> |
| EVENT | DATE | | | | | | | | | | | | | | | | | | | | | | |
| Fix Election Date by | Now | | | | | | | | | | | | | | | | | | | | | | |
| Select Returning Officer by | Wednesday, 15th August 2018 | | | | | | | | | | | | | | | | | | | | | | |
| Close Main Roll | Wednesday, 22nd August 2018 | | | | | | | | | | | | | | | | | | | | | | |
| Call for Nominations by | Friday, 24th August 2018 | | | | | | | | | | | | | | | | | | | | | | |
| Close Supplementary Roll | Wednesday, 5th September 2018 | | | | | | | | | | | | | | | | | | | | | | |
| Nominations Close | Friday, 7th September 2018 | | | | | | | | | | | | | | | | | | | | | | |
| Voting Papers Sent by | Wednesday, 12th September 2018 | | | | | | | | | | | | | | | | | | | | | | |
| Election Day | September 21, 2018 | | | | | | | | | | | | | | | | | | | | | | |
| Count Votes | Thursday, 27th September 2018 | | | | | | | | | | | | | | | | | | | | | | |
| Board Takes Office | Friday, 28th September 2018 | | | | | | | | | | | | | | | | | | | | | | |
| Monitoring | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Principal's Report: Teacher Only Day: SW elaborated on what the ToD was including and what the outcomes would be. Several recommendations were put forward and will be taken into consideration during the installation of the new system. New Sewage System: Emphasis on getting the right person to do the installation</p> <p>Motion: The Board accepts the August principal report</p> <p>Financial Report: Accounts tracking well. 59% of income received and 53% of budget spent compare to 58% in 2017. Ed Services have processed the budget changes approved last meeting. Banked Staffing looking good. Tracking well to having a small surplus at year end.</p> <p>Motion: The Board accepts and passes the July Financial reports.</p> <p>Property: Oxford Street has been rented out and the tenancy agreement signed. The new tenants will be moving in 3 September 2018.</p> | <p>Moved SW, 2nd KM; Carried: Unanimously</p> <p>Moved DB, 2nd JP; Carried: Unanimously</p> | | | | | | | | | | | | | | | | | | | | | | |



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

| | |
|---|--|
| <p>Motion: Internal painting of Oxford street will be completed before 3 September. Quote from Ian Maloney to be accepted to complete the work. Total = \$3500.00 (Prep and Paint).</p> <p>Curtis Street needs a complete make over. Negotiating with MoE on who's paying. Work in progress.</p> | <p>Moved DB, 2nd JP; Carried: Unanimously</p> |
| Strategic Discussion | |
| <p>Audit Fee Proposal Motion: The Board accept Staples Rodway's Audit Fee Proposal for the years ending 31 December 2018 - 2020. (Next three years).</p> <p>Sacred Heart Roll Increase Proposal: SW will contact the Ministry informally voicing our concerns and the possible impact the increase would have on our roll. If deemed necessary an official response will be made (decision made by email).</p> <p>Deputy Chairperson: Members to think over taking up the position to assist and support DB. Deferred to next meeting.</p> | <p>Moved JP, 2nd DB; Carried: Unanimously</p> |
| Administration: | |
| <p>Minutes of the Previous Meeting: Motion: The board accepts that the 25 July 2018 minutes are confirmed as a true and correct record</p> <p>Professional Development: 21 August: Kai and Korero Community Consultation Evening 21 August: Treaty of Waitangi and policy development - Damon Ritai 3 September: Charter Review - NZSTA 3 September: Succession Planning - NZSTA</p> <p>Correspondence: <u>Inward</u></p> <ul style="list-style-type: none">• July Financial Statements (Email and hard copy)• NZSTA News: July 2018• Education Gazette: 30 July 2018, 13 August 2018• MoE: Ministry Bulletin for School Leaders: Issue 94 & 95• Staples Rodway: Audit Fee Proposal• Auditor General: School Audit Arrangements• MoE: SHGC Roll increase proposal <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: 11 September 2018</p> <p>Meeting Closed: 8.30 pm</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 Google drive</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>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>Informal conversation with Sylvia from the Ministry regarding SHGC Roll increase and the roll-on effect it would have to CTS Roll</i> | <i>SW</i> | <i>ASAP</i> |
| | | |