



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Meeting Minutes: 17 September 2018

Meeting opened with Karakia: 7.10 p.m. (CT led karakia)	
Present: Deborah Burmeister (Chairperson), Matthew Moorby, Gaylene MacLean, Scott Walden (Principal, <i>skyped</i>), Kyle Manson (Student Rep), Craig Taylor (Staff Rep)	
Apologies: John Pullar	
Declaration of Interests: Declared as they arise	
Strategic Decisions	
Formation of Sub-committee for Hautū Assessment Review: SW, CT, MM, GM and Damon Ritai Objective: Collect and collate evidence for the Hautū Assessment Review. To establish and assess the cultural competence of the Board and the school.	Moved DB, 2 nd MM; Carried: Unanimously
Monitoring	
<p>Principal's Report:</p> <p>Motion: That the public be excluded from the following part of the proceedings of this meeting namely agenda items in the Principal's Report Nag 3. The grounds are that the matter is one of personnel and the reason is to protect the privacy of individuals 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 - minutes kept in In-Committee minutes</p> <ul style="list-style-type: none"> - In-Committee at 7.10p.m. - The meeting resumed at 7.20p.m. <p>Michael Young (ERO) has contacted the SW. He is satisfied how things are tracking via the information shared with him to day and has proposed a visit in approximately week 4 next term. This would be an ERO review where the final report would be made public. After discussion the Board would prefer to continue working with ERO until early 2019. SW will contact ERO.</p> <p>Motion: The Board accepts the September principal report</p> <p>Financial Report: No report</p> <p>Property: Curtis Street needs a complete make over. Negotiating with MoE on who's paying. Laura from the Ministry contacting SW. Work in progress.</p> <p>Oxford Road: Garage Roller Door repair or replace. Still investigating both options.</p> <p>Annual Plan Mid-Year Review: This has been prepared on the AOV templates with some commentary. These docs are available on the BOT Google Drive in the Principals' Reports folder.</p>	<p>Moved DB, 2nd CT; Carried: Unanimously</p> <p>Moved DB, 2nd CT; Carried: Unanimously</p>



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Strategic Discussion	
<p>Student Rep Election: There were 7 valid nominations and voting is in progress at the moment (closing noon 21 September). The new rep will take office 28 September. DB will do an induction for the new rep. There is also a berth on the Spirit of Adventure available for the new rep if they wish to take it up.</p> <p>Thank you to KM for his service to the Board. His contribution was greatly appreciated and valued by the Board.</p>	
Identify Agenda Items for Next Meeting <ul style="list-style-type: none">• Mid-Year Data, analysis of target students and next steps. While this has been undertaken, SW will present this when he is in attendance at the next meeting.	
Administration:	
<p>Minutes of the Previous Meeting: Motion: The board accepts that the 14 August 2018 minutes are confirmed as a true and correct record.</p> <p>Professional Development:</p> <ul style="list-style-type: none">• CT and SW attended the Charters and Successional Planning workshops run by NZSTA in New Plymouth last month.• 22 September: NZSTA Central West Mini Conference (CT & DB)• NZSTA on-line modules on-going (all members) <p>Correspondence: <u>Inward</u></p> <ul style="list-style-type: none">• August Financial Statements (Email and hard copy)• NZSTA News: August 2018• Education Gazette: 27 August, 10 September• MoE: Ministry Bulletin for School Leaders: Issue 96 & 97• Resignation Letters x 3• Argest: Work Required Notice (WRN) on boilers <p>Meeting evaluation Board members to complete the meeting evaluation on Google Drive</p>	<p>Moved DB, 2nd SW; Carried: Unanimously</p>
Next Meeting: 11 September 2018	
Meeting Closed: 7.50 pm	

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 Google drive</i>	<i>DB</i>	<i>On-going</i>
<i>Contact ERO regarding scheduling a review early 2019</i>	<i>SW</i>	<i>October</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>Oxford Road Garage door to be sorted</i>	<i>DB / JP</i>	<i>ASAP</i>
<i>New Student Rep to be inducted</i>	<i>DB</i>	<i>October</i>