



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Meeting Minutes: 16 October 2018

Meeting opened with Karakia: 7.00 p.m. (GM led karakia)	
Present: Deborah Burmeister (Chairperson), Matthew Moorby, Gaylene MacLean, John Pullar, Scott Walden (Principal), Brianna McCready-Scouller (Student Rep), Margaret Normanton (Deputy Principal)	
Apologies: Craig Taylor (Staff Rep)	
Declaration of Interests: Declared as they arise	
Speaking rights: Margaret Normanton to be granted speaking rights for the meeting to present the Mid-Year Data <div style="text-align: right;">Moved DB, 2nd GM; Carried: Unanimously</div>	
Mid-Year Data (MN & SW, 7.00-7.50) MN & SW gave a power point presentation outlining/explaining the Mid-Year Data and presented graphs showing academic outcomes of targeted cohorts of students. Poor attendance was identified as a contributing factor to poor results. Attendance will be a target for next year hopefully this will improve results.	
Strategic Decisions	
10 Year Property Plan: The draft 10 Year Property Plan was tabled. The plan was divided into 2 x 5 Year Agreements. The Board discussed the Plan. The 5YA prioritised <ol style="list-style-type: none"> 1. Replacing / Upgrading boilers 2. Electrical Upgrade 3. Spouting 4. Upgrade / Modernise 5 classrooms in Block A 5. Upgrade / Modernise Rooms 17, 18 & 19 6. Hall Toilets and Canteen upgrade The Board expressed concern around the heating and ventilation of classrooms. The Property Manager will be contacted and instructed to further investigate different options that can hopefully be funded in the 5YA.	Moved JH, 2 nd DB; Carried: Unanimously Moved DB, 2 nd SW; Carried: Unanimously
Motion: The Board accepts and passes the draft 10 Year Property for 2018/19 as tabled at the meeting (16 October 2018).	
Student Rep Spirit of Adventure Trip: Motion: The Board will financially support BM-S participating in the Trustee Spirit of Adventure voyage in Bluff, January 2019.	
Monitoring	
Principal's Report: Staffing for next year a real issue. SW has applied for a review of the 2019 Staffing Notice. He has also completed a Request for Special Reasons Staffing or Funding and submitted it to the Ministry.	Moved DB, 2 nd SW; Carried: Unanimously Moved DB, 2 nd MM; Carried: Unanimously
Motion: The Board accepts the October Principal Report	
Financial Report: DB preparing a base budget for 2019 Motion: The Board accepts and passes the August and September Financial Reports.	



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Strategic Discussion	
Annual Plan Review: SW presented the Annual Plan Review Goals 1 and 2. He explained and clarified the review Motion: The Board accepts and passes the Annual Plan Review as tabled at the meeting (16 October 2018).	Moved MM, 2 nd DB; Carried: Unanimously
Identify Agenda Items for Next Meeting <ul style="list-style-type: none">• Strategic Plan	
Administration:	
Minutes of the Previous Meeting: Motion: The board accepts that the 17 September 2018 minutes are confirmed as a true and correct record. Professional Development: <ul style="list-style-type: none">• 12 November 2018: Effective Financial Governance Part 2 Correspondence: <u>Inward</u> <ul style="list-style-type: none">• August and September Financial Statements (Email and hard copy)• NZSTA News: September 2018• Education Gazette: 24 September 2018• MoE: Ministry Bulletin for School Leaders: Issue 98• Paid Union Meetings Letter to BoTs Meeting evaluation Board members to complete the meeting evaluation on Google Drive	Moved DB, 2 nd SW; Carried: Unanimously
Next Meeting: 13 November 2018 Meeting Closed: 9.45 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
Brianna McCready-Scouller	BM-S 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>The Property Manager be contacted and instructed to further investigate different options for heating and ventilation of the hall and classrooms</i>	<i>SW</i>	<i>November</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>Confirm BM-S Registration for the Trustee Spirit of Adventure Voyage and arrange travel plans</i>	<i>DB / BM-S</i>	<i>November</i>
<i>Start preparing 2019 Budget</i>	<i>DB</i>	<i>November</i>