



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

Meeting Minutes: 29 January 2019

Meeting opened with Karakia: 7.10 p.m. (JP led karakia)		
Present: Deborah Burmeister (Chairperson), Craig Taylor (Staff Rep, Facetime), Gaylene MacLean, Matthew Moorby, John Pullar, Scott Walden (Principal)		
Apologies: Brianna McCready-Scouller (Student Rep)		
Strategic Decisions		
<p>Motion: That the public be excluded from the following part of the proceedings of this meeting namely agenda item 2.4. The grounds are that the matter is one of personnel and the reason is to protect the privacy of individuals</p> <p>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 7.10 p.m. - The meeting resumed at 7.35 p.m. 		<p>Moved MM, 2nd JP; Carried: Unanimously</p>
Policy Review		
Motion: CTS School Delegations List - to continue as per below table		
Personnel	Delegated Authority	Term of Delegation
Disciplinary Committee All current trustees except the Principal	That all current trustees excluding the Principal are delegated authority to be members of the Board's Disciplinary Committee acting under the Terms of Reference for this committee	Ongoing – reviewed annually
Coastal Taranaki School DP – Margaret Normanton	That the Board directs that, except where the Board at its discretion otherwise determines, the Deputy Principal shall, in the absence of the Principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and power of the Principal	Ongoing – reviewed annually
Board Chair – Deb Burmeister	As per Board Policies	Ongoing – reviewed annually
Principal – Scott Walden	As per Board Policies	Ongoing – reviewed annually

Moved DB, 2nd MM;
Carried: Unanimously



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<p>Motion: Board Roles and Responsibility Policy - 1.2 1st March to be added as the date that the Board sets/review the Strategic Aims</p> <p>Motion: Chair Role Description Policy - no changes</p> <p>Motion: Relationship between Chair and Principal Policy - no changes</p> <p>Election of Board Chair Motion: DB nominated to continue as Board chair 2019 until the Board election in June (DB accepted nomination)</p>	<p>Moved DB, 2nd JP; Carried: Unanimously</p> <p>Moved DB, 2nd JP; Carried: Unanimously</p> <p>Moved JP, 2nd MM; Carried: Unanimously</p> <p>Moved SW, 2nd GM; Carried: Unanimously</p>
<p>Strategic Discussions:</p> <p>Board Election (June 2019): Recruiting to start for candidates for both Parent and Staff representatives to begin in April. Job Descriptions for both positions to be made available. DB will address the Staff at their last morning tea shout for the term regarding the staff board representative's responsibilities.</p> <p>SW outlined the schedule for the Parihaka Noho and extended an invitation to the Board to join the staff at the pa for the Thursday following this meeting.</p> <p>Principal Appraisal: Motion: The Board approves engaging in the services of a consultant to complete SW appraisal. DB has contacted NZSTA for a list of their approved consultants. SW and DB to work together to appoint a consultant from that list.</p> <p style="text-align: right;">Moved DB, 2nd GM; Carried: Unanimously</p>	
<p>Monitoring</p>	
<p>EOTC Applications: Motion: The Board approves the Surf Lifesaving Beach Education EOTC completed by SW.</p> <p>Motion: The Board accepts and passes the November Financial reports prepared by Ed Services. The Board reviewed the draft December Financial reports. Final end of year accounts still getting prepared by Ed Services Reports show banked staffing overuse, this will continue to be monitored end month to reduce before March 2019.</p> <p>Motion: The Board approves submitting an Operational Grant application to the TSB Community Trust. DB to action.</p>	<p>Moved DB, 2nd SW; Carried: Unanimously</p> <p>Moved DB, 2nd JP; Carried: Unanimously</p> <p>Moved DB, 2nd JP; Carried: Unanimously</p>
<p>Identify Agenda Items for Next Meeting</p>	
<ul style="list-style-type: none"> • Budget • Charter 	
<p>Administration:</p>	
<p>Minutes of the Previous Meeting: Motion: The board accepts that the 11 December minutes are confirmed as a true and correct record.</p>	<p>Moved JP, 2nd SW; Carried: Unanimously</p>



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<p>In committee minutes Following our ERO discussion regarding in committee minutes DB to contact NZSTA for best practise for distributing and storing minutes and report back to the Board.</p> <p>Professional Development: BM-S currently on Student Trustee Spirit of Adventure Voyage Self-directed on-line modules</p> <p>Correspondence: <u>Inward</u></p> <ul style="list-style-type: none"> • Draft December Financial Statements (Email and hard copy) • Education Gazette: 10 December 2019 <p>Meeting evaluation Board members to complete the electronic meeting evaluation form on Google Drive</p>	
<p>Next Meeting: 12 February 2019</p> <p>Meeting Closed: 8.25 p.m.</p>	

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
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>Update 2019 workplan and upload to Google drive</i>	<i>DB</i>	<i>Before each meeting</i>
<i>Update policies and delegations for changes and upload to GoogleDrive</i>	<i>DB</i>	<i>Before each meeting</i>



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<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>Application for TSB Operational Grant to be completed</i>	<i>DB</i>	<i>February 2019</i>
<i>DB to contact NZSTA for best practise for distributing and storing minutes and report back to the Board.</i>	<i>DB</i>	<i>February 2019</i>
<i>Appoint Principal Appraisal for 2019</i>	<i>DB & SW</i>	<i>February 2019</i>