



COASTAL TARANAKI SCHOOL BOARD OF TRUSTEES

Meeting Minutes: 9 April 2019

| Meeting opened with Karakia: 7.00 p.m. (CT led karakia) | | | | | | | | | | | | | | | | | | | | | |
|---|---|------|-----------------------------|----------------------|-----------------|---------------------------|-------------------------|--------------------|--------------------------|----------------------------|-------------------|-------------------------|-----------------------|-----------------------|------------------------------|-------------------------|-------------|-----------------------|--------------------|---------------------|--|
| Present: Deborah Burmeister (Chairperson), Craig Taylor (Staff Rep), Gaylene MacLean, John Pullar (arrived 7.10p.m.), Scott Walden (Principal), Brianna McCready-Scouller (Student Rep) | | | | | | | | | | | | | | | | | | | | | |
| Apologies: Matthew Moorby | | | | | | | | | | | | | | | | | | | | | |
| Declaration of Interests: Nil | | | | | | | | | | | | | | | | | | | | | |
| Strategic Decisions: | | | | | | | | | | | | | | | | | | | | | |
| BoT Election Timeline: Motion: | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"><thead><tr><th>Event</th><th>Date</th></tr></thead><tbody><tr><td>Select Returning Officer by</td><td>Wednesday 1 May 2019</td></tr><tr><td>Close Main Roll</td><td>Noon Wednesday 8 May 2019</td></tr><tr><td>Call for Nominations by</td><td>Friday 10 May 2019</td></tr><tr><td>Close Supplementary Roll</td><td>Noon Wednesday 22 May 2019</td></tr><tr><td>Nominations Close</td><td>Noon Friday 24 May 2019</td></tr><tr><td>Voting Papers Sent by</td><td>Wednesday 29 May 2019</td></tr><tr><td>Election Day (voting closes)</td><td>Noon Friday 7 June 2019</td></tr><tr><td>Count Votes</td><td>Thursday 13 June 2019</td></tr><tr><td>Board Takes Office</td><td>Friday 14 June 2019</td></tr></tbody></table> | Event | Date | Select Returning Officer by | Wednesday 1 May 2019 | Close Main Roll | Noon Wednesday 8 May 2019 | Call for Nominations by | Friday 10 May 2019 | Close Supplementary Roll | Noon Wednesday 22 May 2019 | Nominations Close | Noon Friday 24 May 2019 | Voting Papers Sent by | Wednesday 29 May 2019 | Election Day (voting closes) | Noon Friday 7 June 2019 | Count Votes | Thursday 13 June 2019 | Board Takes Office | Friday 14 June 2019 | |
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| BoT Election Returning Officer Appointment: Motion: Kirsty Koboski nominated to be the Returning Officer for the 2019 BoT Election. (KK accepted nomination). KK to be reimbursed using the NZSTA recommended fee formula. | | | | | | | | | | | | | | | | | | | | | |
| Returning officer's fee formula There is a generally accepted formula to calculate the returning officer's fee, but boards of trustees don't have to use it. The formula is: <ul style="list-style-type: none">• 50% of the election grant base amount, plus• 25% of the per pupil amount. | Moved DB, 2 nd GM; Carried: Unanimously | | | | | | | | | | | | | | | | | | | | |
| Policy Review: Motion: Operational Policy 7: Child Protection - no changes Clarification regarding police vetting of sport coaches, parent helpers etc needs to be sought. The board recommend that staff be trained in recognising signs of abuse. SW will investigate what's available | Moved DB, 2 nd SW; Carried: Unanimously | | | | | | | | | | | | | | | | | | | | |
| | Moved DB, 2 nd SW; Carried: Unanimously | | | | | | | | | | | | | | | | | | | | |



COASTAL TARANAKI SCHOOL

BOARD OF TRUSTEES

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| Monitoring | |
| <p>Principals Report: Motion: The Board accepts the April Principal Report</p> <ul style="list-style-type: none"> • A cleaner needs to be appointed for the start of Term 2. The vacancy has been advertised in the Newsletter • The before and after school care proposal has been advertised • The Curtis Street house will be updated at the Ministry's expense. Once alterations are complete the house will be rented. The school will maintain the building with the rent being paid to the Ministry <p>Motion: After consultation with staff and community the Board decided to adopt the reviewed CTS Vision and Values.</p> <p>Motion: The Board accepts and passes the February Financial reports prepared by Ed Services.</p> <ul style="list-style-type: none"> • The budget will be reviewed and adjusted (if needed) in June <p>Motion: The Board agreed to change the term of the current Term Investment to 18 months.</p> | <p>Moved SW, 2nd GM; Carried: Unanimously</p> <p>Moved SW, 2nd DB; Carried: Unanimously</p> <p>Moved DB, 2nd JP; Carried: Unanimously</p> <p>Moved SW, 2nd DB; Carried: Unanimously</p> |
| Strategic Discussions | |
| <p>Target Students: Writing, Reading and Mathematics Targets for 2019 have been set. Target students have been identified using data obtained from the Start of Year Testing. (see attached reports)</p> <p>NCEA Data and Reporting: Sangeeta Chaudhari (Principal Nominee) tabled a report outlining the NZQA 2018 results and gave suggested next steps moving forward. The whole process for reporting will be monitored more closely this year.</p> | |
| Administration: | |
| <p>Minutes of the Previous Meeting: Motion: The board accepts that the March minutes are confirmed as a true and correct record.</p> <p>Motion: The board accepts that the March in-committee minutes are confirmed as a true and correct record.</p> <p>Professional Development:</p> <ul style="list-style-type: none"> • Self-directed on-line modules • Complete Tomorrow's Schools review (on line) <p>Correspondence: <u>Inward</u></p> <ul style="list-style-type: none"> • Education Gazette: 25 March & 8 April • Education Services: March Financial Reports • MoE: Ministry Bulletin for School Leaders: Issue 106 & 107 • STA News - March • Blindz Direct Quote <p>Meeting evaluation Board members to complete the meeting evaluation on Google Drive</p> | <p>Moved JP, 2nd SW; Carried: Unanimously</p> <p>Moved SW, 2nd JP; Carried: Unanimously</p> |
| <p>Next Meeting: 14 May 2019</p> <p>Meeting Closed: 9.00 p.m.</p> | |



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BOARD OF TRUSTEES

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>Financial summary to be reported to the Board</i> | <i>Finance Committee</i> | <i>Each BOT meeting</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>The Fixed Term Investment period be changed to 18 months</i> | <i>DB</i> | <i>April</i> |
| <i>Complete BOT meeting evaluation forms</i> | <i>ALL</i> | <i>Each BOT meeting</i> |
| <i>PD for staff to assist in recognising child abuse</i> | <i>SW</i> | <i>On-going</i> |