



Meeting Minutes: 16 Feb 2021

Meeting opened with Karakia: 7.10 pm. (SW)	
Present: Deb Burmeister (Chair), Gaylene MacLean (via Zoom), Alex Gibson (Student rep.), Craig Taylor (Staff rep.), Matt Moorby,, Scott Walden (Principal), Min White	
Apologies: Liam O’Sullivan	
Declaration of Interests: Nil	
1. Speaker:	
<p>Moved that Sylvia Howieson (DP) be given speaking rights.</p> <p>Sylvia gave us an update on the Breakfast Club, run by Whaea Shelley and Treishka, funded by KidsCan, KickStart, local church and CTS volunteers, averaging 15 students per day.</p> <p>Also progress towards our Healthy School Lunch Programme – Ka Ora, Ka Ako. Estimated start 3 May 2021. \$5 per year 1-8 per day, \$7 per senior student. Working with 4Square on a late tender – have received permission to pursue the process. Other tenders are not local, but Soul Kitchen in Opunake and Theory of Food in Waiwhakaiho are our 2nd and 3rd options. Sample menu will go to parents with choice to opt in or out, perhaps each term. We would cease lunch orders from 4Square from term 2. Ministry will fund fridge/freezer. Food will come in bread trays to each classroom and provider will remove packaging.</p>	Moved DB/2nd CT
2 Strategic Decisions:	
<p>2.1 Charter review Collaborative Curriculum Educational Model. Discussion around Teaching As Inquiry (TAI) – fine line between appraisal and professional growth cycle.</p> <p>Education Council requirements for attestation, and what we require from members of our team may be different. PPTA communications around removing the language of appraisals/teachers not having to engage in TAI. Possibly we create too much additional admin around it – streamline.</p>	Moved DB/2nd AG
<p>2.2 Policy Review: Board roles and responsibilities policy. Read and approved.</p>	Moved DB/2nd SW
<p>2.3 Policy Review: Governance Policy 5: Chair Role Description. Read and adjusted wording – ‘Ensures the setting or delegation of the setting of the agenda.’</p>	Moved MW/2nd GM

<p>2.4 Policy Review: Governance Policy 8: Relationship between Chair and Principal. Read and approved</p> <p>2.5 2021 Board Chairperson election: Deborah Burmeister nominated to continue as our Board Chair for 2021</p> <p>2.6 Delegations review: Disciplinary committee – everyone except for Principal. Finance committee – SW, LO, DB, Jacky Deputy Principals: If SW is away for more than two weeks, responsibility devolves to Sylvia and Marian. Property: Decided we don't currently need a property delegation</p> <p>2.7 BoT register of interest review: DB will send out forms for registration of interests.</p> <p>2.8 In-committee: Board went into committee from 8.46pm until 8.50pm.</p> <p>2.9 Year 7-8 Camp, 17-19 March – Health and Safety: Plan discussed and accepted.</p>	<p>Moved MW/2nd GW</p> <p>Nominated MM Seconded GM Carried unanimously</p> <p>Moved MW/2nd CT</p> <p>Moved SW/2nd AG</p>
<p>Monitoring:</p>	
<p>3.1 Principal's Report:</p> <ul style="list-style-type: none"> • Whaea Ann Rona – Edward's nanny – passed away. Staff and students attended tangi at Puniho, It was suggested that we have a Maori name when we refer to Coastal in te reo Māori. • NCEA results – discussion about Yr 13 UE vs vocational <p>Motion: That the Board endorse the application to the TSB Community Trust for a capital grant of \$30,000 for sports and kapahaka univoerms, and \$30,000 for IT infrastructure and hardware to support our engagement in the Manaiakalani Project and the provision of Technology Education, totalling \$60,000.</p> <p>3.3 Financial Report: received and accepted.</p> <p>3.5 Budget Changes: reviewed and accepted.</p>	<p>Moved DB/2nd MW Carried unanimously</p> <p>Moved SW/2nd DB</p> <p>Moved DB/2nd MM</p>
<p>4. Strategic Discussions:</p>	
<p>4.1 School lunches: presented by Sylvia at start of meeting</p>	
<p>5. Agenda items for next meeting:</p>	
<ul style="list-style-type: none"> • Enrolment and exit info • TSB Community Trust Ops grant • Uniform reviewed 	

<ul style="list-style-type: none"> • Session with Damon Ritai? Scott to check • December and February minutes 	
Administration:	
<p>6.1 Minutes of the Previous Meeting: Minutes of December meeting have not been distributed.</p> <p>6.2 Correspondence: Card from Lesley thanking CTS for involvement with church renovation reopening.</p> <p>6.3 Professional Development: NZSTA Conference 16-18 Apr 2021</p>	
Next Meeting: Tuesday 4 May 2021? (being first Tuesday after holidays) Meeting closed: 9.25pm	

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
Alex Gibson	AG is part of the student body	Student Behaviour Management

Action Plan

Action	Who	By When
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<i>Professional Development: NZSTA modules to be completed and recorded by all Board members</i>	<i>All</i>	<i>Ongoing</i>
<i>Financial summary to be reported to the Board</i>	<i>Finance Committee</i>	<i>Each BoT meeting</i>
<i>Update policies and delegations for changes and upload to Google Drive</i>	<i>DB</i>	<i>Ongoing</i>
<i>Complete BoT meeting evaluation forms</i>	<i>All</i>	<i>Each BoT meeting</i>