

# Board of Trustees

Meeting Minutes

**Wednesday 12<sup>th</sup> February 2020**

6 pm Meeting Room

**Meeting Commenced 6.32pm**

*In preparation for the meeting and to maximize use of our time together all trustees are expected to have read all papers circulated and where possible seek clarification on any matter or issue prior to the meeting of which they are unclear. This will allow the focus to be on informed discussion. Whilst hard copies will be provided for the meeting – it is expected you will have read them all on-line.*

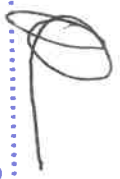
Agenda Items	Led by:	Action Minutes
<p><b>1. Introduction</b></p> <ul style="list-style-type: none"> <li>a. Karakia &amp; Mihi</li> <li>b. Present &amp; Apologies</li> <li>c. Minute taking for today's meeting</li> </ul>	<p>Kerry Pearce</p>	<ul style="list-style-type: none"> <li>a. Aaron</li> <li>b. Present: Catherine, John, Kerry, Brendan, Graham, Aaron, Hine, Bruce</li> <li>In attendance: Kim, Deslie, Peter, Amy, Marcia, Bianca,</li> <li>c. Sue</li> </ul>
<p><b>2. Administration</b></p> <ul style="list-style-type: none"> <li>a) Appraisal of Current Chairperson and Election of Board Chairperson</li> <li>b) Confirmation of minutes [Circulated] of last meeting</li> <li>c) Matters arising from previous minutes not covered on agenda               <ul style="list-style-type: none"> <li>● Charter Update and Review covered in Strategic Planning</li> </ul> </li> <li>d) Correspondence inwards/outwards Finance Report November/December 2019</li> </ul>	<p>Kerry Pearce</p>	<p>Everyone introduced and welcomed. New staff and parent Admin : Appraisal of current chairman to be collated Election of chairman. John nominated himself, Catherine and Bruce nominated Kerry. Put to an anonymous vote. Kerry Pearce has been elected board chair for 2020. Confirmation of Minutes: Moved by Catherine seconded by Bruce Correspondence letter received in committee, letter from NZ Star calling for present and new board members. Outwards followed up an email sent to council about the culvert and fence in front of the school. They have passed it on to parks and reserves and will get back to us Moved by Graham seconded by Aaron. Finance report: see attached Brendan and Kerry to reply to the Ministry about the audit not being completed. Finance report moved by Brendan seconded by Catherine</p>

<p><b>1. Principals Report</b></p> <p>a) Academic Achievement</p> <ul style="list-style-type: none"> <li>● Confirm Priority Student Criteria</li> </ul> <p>b) Co-curricular Enrichment</p> <p>c) Investing in People</p> <p>d) Inclusiveness</p> <p>e) Community Relations</p> <p>f) Building Global Citizens</p> <p>g) Resources</p> <ul style="list-style-type: none"> <li>● 2020 Budget</li> <li>● 2020 Annual Plan</li> <li>● Staff Code of Conduct 2020</li> </ul> <p><b>Monitoring</b></p> <p>a) Ratification of Stand downs and Suspensions</p> <p>b) Section 27s</p> <p>c) EOTCs</p>	<p>Brendan Carroll</p>	<p>Principals report: See attached</p> <p>It has been delayed sending our students to Japan this year, we will look at doing this in 2021.</p> <p>Kerry asks, Are we as a board prepared to wear the risk of bringing Japanese students here with the corona virus risk? We will give the community reassurance that we will do everything correctly, following all the rules or systems for the incoming Japanese students.</p> <p>The website was discussed and will be up and running soon.</p> <p>Priority students were discussed. The curriculum levels and the adjacent years of school were discussed.</p> <p>Curriculum Level 4 equates to Year 7 - 8</p> <p>Curriculum level 5 equates to year 9 - 10</p> <p>Curriculum Level 6 NCEA Level 1</p> <p>Level 7 NCEA level 2</p> <p>Level 8 NCEA level 3.</p> <p>Brendan is analysing the data from last year to be available to the board when finished</p> <p>g) Code of Conduct for the staff. This was discussed in depth.</p> <p>The board are to check the draft and get it back to Brendan; it is then to go to the staff.</p> <p>2020 budget; the draft was presented in December. Nothing much has changed since then. The budget was discussed, ORRS funding was discussed. We have applied for IRF. (Interim response funding).</p> <p>Arts coordinator role were discussed. Camps were discussed and how we are to word the donation request for these. We have been training our staff in Outdoor Ed so we do not have to pay for outside providers.</p> <p>Stand downs nil</p> <p>EOTCs</p> <p>Indoor Bowls</p> <p>Lawn bowls</p> <p>Indoor basketball</p> <p>As long as all paperwork is up to date and correct the board approves</p>
--	------------------------	---

		<p>these trips. Principals report moved be Catherine second by Brendan</p>
<p><b>4. Strategic Planning –</b></p> <p><b>a) Policy Reviews</b>  <u>Term 1 Review</u>  Recognition of Cultural Diversity  Staff Leave  Separated Parents, Day to Day Care, and Guardianship</p> <p><b>b) Charter Update</b>  • Review Charter Update</p> <p><b>c) Assurances</b>  • Annual Report to MoE</p> <p><b>d) Community Survey Results</b>  • Student Behaviour</p> <p><b>e) 5/10yr PP Update</b>  • Flooring  • HVAC  • Cladding  • Technology Block</p> <p><b>f) ERO Longitudinal Plan - update</b></p> <p><b>g) Attestations</b>  2018 Audit Report</p> <p><b>5. Any Urgent General Business</b>  To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>	<p>Kerry Pearce</p>	<p>4. Policy reviews Please do these on school docs B. charter update: Krishna suggested we structure our charter around the university's template. The comments she made on the charter were discussed, this needs to be appropriate to our school community. Board members will meet next Wednesday 6.30 to work on the charter so it can be ratified. Annual report to MOE. Still waiting.... Student behaviour. Comments were discussed. It was noted this was discussed in September last year. Consistency in the school was discussed and an improvement has been seen. To be agended for the next meeting is sugary drinks in school. Communication within the school needs to be addressed. Camps to be put on the agenda for the next meeting. 5/10ypupdate In Principals report Ero plan, this will be addressed to the board next meeting</p> <p>Kerry Pearce</p> <p>The staff were charged \$45 per year in the past for staff gifts and this has been abolished Graham moved that we extend this meeting for ½ hr seconded by</p>

		Catherine.
<b>5. In-committee</b> <ul style="list-style-type: none"> <li>● In-committee Minutes</li> <li>● Principals Appraisal</li> <li>● Matters Arising</li> </ul>	Kerry Pearce	In committee 8.26 Out of committee 8.40
<b>Meeting Closure</b> <b>a. Preparation for next meeting</b> <b>b. Closing Karakia</b>		Food in canteen Variances of data Camps Charter Closing Karakia: Aaron
<b>Date of Next Meeting: Wednesday 25 March 2020 6.30pm</b> Meeting closed		8.43pm

Approved by



.....  
 Board of Trustees Chairman  
 Reporoa College