



Board of Trustees Meeting – Monday 8th April 2019

Present: Stacey Honeywill, Beatrice Lee, Antony Deaker, Tristan Port, Katie Peppercorn, Bex Williams

Apologies: None.

Chair of the Board of Trustees would like to welcome to Bex Williams and thank her for volunteering her time.

MINUTES FROM THE PREVIOUS MEETING

Motion: *That the minutes are accepted from the Board of Trustees meeting in February.*

Moved: *Tristan Port* **Seconded:** *Antony Deaker- carried unanimously*

CORRESPONDENCE

The school received thanks from the Ministry for submitting the Strategic Plan.

Motion: *That the correspondence was received.*

Moved: *Antony Deaker- carried unanimously*

PRINCIPAL'S REPORT

Marae Visit - Stacey reported back on the educational and helpful Marae visit for the teachers that occurred on April 2nd. To continue the learning from this experience teachers will receive further instruction in Māori songs and will have the opportunity to practice their Te Reo introductions. Reinforcing cultural awareness will be a focus going forward during day to day interactions for staff and students.

Level 7 and 8 - The programme has had a successful beginning and progress will be shared with the Board as it continues.

Boys Literacy PD - Stacey has expanded her repertoire of boys literacy strategies from her two days of literacy-focused professional development. With this information, Stacey will encourage limited and targeted tasks for focused writing and will emphasise positive reinforcement. She will be working individually with students that feel less confident with their writing- up to three times a week in order to better implement these strategies.

Health and Safety - Playground equipment is regularly assessed for safety by Stacey and Tristan. There are no MOE guidelines regarding bark and playground equipment.

Motion: *That the Principal's report is received with thanks.*

Moved: *Katie Peppercorn* **Seconded:** *Tristan Port - carried unanimously*

GENERAL BUSINESS

Appointment of Returning Officer and Board of Trustees Elections

Cori Holmes will act as the Returning Officer and she will inform the public of the current Board Members and that there is one vacant position. Additional information regarding the dates (which have been approved and are detailed below) and requirements will be provided:

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

Motion: *That Cori Holmes is appointed as Returning Officer. And she will work with Stacey to ensure elections run smoothly.*

Moved: *Tristan Port* **Seconded:** *Katie Peppercorn - carried unanimously*

New Sign for the School

Stacey has sought out two quotes for a new school sign. The lowest quote for \$3,270, seems more reasonable. Thanks to Luke for donating his cost for the sign design.

Motion: *The quote is accepted and work can begin on the new sign.*

Moved: *Beatrice Lee* **Seconded:** *Bex Williams - carried unanimously*

Management Units

Bex Williams has undertaken the Manaaki Papatuanuku programme and Passion Projects are being led by Mikaela Wilson. Both have taken responsibility for their projects and Stacey has noticed that her implementation of “sharing leadership” through management units has been successful. Sharing the responsibility for projects across the board has proven useful for providing leadership opportunities for staff. Stacey wanted it noted to the BOT what a great job they are both doing.

Financial Report

The school is currently in a good financial position in terms of budget and spending to date.

Motion: *The financials are accepted as satisfactory.*

Moved: *Antony Deaker - carried unanimously*

Property Report

Tristan and Stacey are meeting with the property consultant to discuss the ten-year property plan.

Policy and Self-Review

School Docs is now undertaking all the policies and procedures for the school. The website will redirect parents to the School Docs website that will host all the documents in one place. The Board doesn't believe the school requires a signed parental code of conduct at this time.

IN COMMITTEE

The meeting moved to in committee at 6:50pm.

Action List From Meeting

Action	By Who
Carry out the Board Elections process	Stacey and Cori
Instruct and encourage more Te Reo Māori usage especially for teachers	Stacey
Accept the school sign quote	Stacey

Meeting came out of in committee and closed at 7.19pm

Next meeting scheduled for 5.45pm Monday 20th May 2019

Chairperson

Date