

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 11th SEPTEMBER 2017**

Present:	Aaron Moores	Finance	Chair
	Brenda Poutawera	Personnel/FOTS	Deputy Chair
	Fiona Hawes	Principal	
	Tristan Hewett	Finance	
	Todd Retter	Property	
	Pam Wilkins	Staff Representative	
Attendees:	Jamie De La Haye	Deputy Principal	
	Nick Adams	Teacher/WST	
	Kelly Savage	Teacher/WST	
	Tracey Kerr-Aim	Associate Principal/AST	
	Ann-Marie Morris	Teacher/WST	
	Cathy Ediker	Acting Associate Principal	
	Jamie De La Haye	Deputy Principal	
	Susan O'Neill	Minute Secretary	
Apologies:	None		

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting, especially those presenting to the Board this evening.
2. Declarations of Interest. The Chair asked for any declarations of interest and Todd declared his interest for any financial discussion under the current 5YA.

ITEM 2 – PRESENTATIONS

3. Kāhui Ako (previously known as COL) - Nick, Kelly and Ann-Marie presented an informative overview of the work to date of the Within School Teachers (WSTs) group within the cluster. At this early stage, work has primarily involved data gathering and setting the scene to determine roles and potential vision for whānau engagement and culturally responsive practice. This group is working hard to communicate progress with other staff to grow understanding. Thanks were expressed to this new team for their commitment to get this body of work established.
4. AsTTle Data – Cathy and Tracey presented the August gathered AsTTle data for this test in Mathematics, English and Reading. Recognition that this is one test, on one day and should be considered in conjunction with other tests and OTJ to get a more accurate picture of progress. The Year 4 and 5 Mathematics results are concerning especially the year 4 cohort. This cohort has shown concerning results in a number of areas and the leadership team has utilised increased staffing to assist improvements. The Year 4 to 6 AsTTle results are still well off reaching set 2017 Charter goals. All teaching staff are currently undertaking mathematics professional development to improve practice and align current thinking. Thanks to Cathy and Tracey for their report and the work of all those making a difference in this area.

ITEM 3 – DECISIONS

5. Principal Report. Fiona presented her report, a copy of which is attached.
- Promotional Trip. Fiona's recent trip to Korea and Japan confirmed the high level of importance placed by international families on meeting the Principal and having the person in this role as an available contact. The whole trip was interesting in terms of future markets (including short stay students), contacts and appreciating cultural differences. Cost of trip to be confirmed once all invoices are received. The Board recognised the investment of resources involved in building this market.
 - Parent Survey. FOTS asked that a question regarding their group's profile be included and perhaps an option to ascertain if people would be interested in being involved with this group. The Board also asked to include a question to gauge interest in possible boys only options for learning.
 - Physical Restraint. New Act came into force on 15 August 2017 with training and further information to follow to assist making a sound practical plan.
 - 2018 Numbers. Junior school numbers are uneven for next year which may mean having at least one composite Year 1/2 class.
 - Pool. A quote has been accepted for this work. This very wet weather has delayed this progress as the work is very weather dependant.
 - Stand Downs. A student was stood down for one day and another student for three days under Section 14 (i) (a) of Education Act 1989 "Harmful and dangerous example to other students at school." Leadership team to look at situation in depth moving forward. A re-entry programme is being followed and family involvement being co-ordinated. Student has had three stand downs in the last 12 months.
 - Motion:** That the Principal's report be accepted.

Fiona (A1)

Fiona (A2)

Moved: Todd Retter**Seconded:** Tristan Hewett**ITEM 4 – REVIEW**

6. Property – 5YA Update. Nothing to report.
7. Finance. Aaron presented update and recent minutes. Waiting for 5YA.
8. FOTS. Brenda reported on recent activities including the purchase of the concrete table tennis table and sausage sizzle. Student council to be thanked for their assistance with the donut sales. Sponsorship child funds?

ITEM 5 – AGENDA ITEMS

9. Agenda Items for Next Meeting. Items to be included are:
- First draft Annual Plan 2018
 - Reading Recovery Report

- Draft budget
- Sport
- Quick 60
- 10YPP
- Policies

ITEM 6 – ADMINISTRATION

10. Confirmation of Minutes. The minutes of the last meeting held on 7 August 2017 were accepted as a true record with all actions (except A1) considered off agenda.

Moved: Brenda Poutawera

Seconded: Fiona Hawes

11. Correspondence.

Inwards.

- a. Embroiderers Guild – Invitation to attend opening of October exhibition.
- b. TIS zone – no opposition to this proposal
- c. LWOP application for teacher aide – request for four days LWOP at the end of Term 3 - approved. Fiona expressed concern over late application. Jamie to notify support staff about expectations and process for leave applications.

Fiona/Jamie
(A3)

12. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.15pm.

13. Next Meeting. Next meeting 7.00pm, Monday 30 October 2017.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

September 2017

Attachments:

1. Principal's Report.

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