

**Minutes of School Board meeting**

Monday 18 February 2019 at 7pm  
Held in Room 1, Wilford School,  
William Street, Petone  
(open to the public)

<b>IT E M</b>	<b>PRESENT</b>	Trustees: Ced Simpson (outgoing Chair), Neil Sargisson (Principal), Vanessa Phillips, Emeli Sione (Board Secretary, incoming Chair), Nick Edwards, Tina Renata, Kelly McGregor  Management team: Ailsa Webb	<b>ACTION</b>
1.	<b>Apologies</b>	Sarah Mataiti	
2.	<b>Election of Chair</b>	Ced Simpson officially informed the Board that he is standing down from his position as Chair but would remain on the Board as Trustee until the upcoming elections. He thanked the Board for their support over the last 8 ½ years of his tenure.  Ced's commitment, support and guidance to the Board was acknowledged and Emeli accepted the role as Chair.  <b>The Board resolved that Emeli Sione be elected as Chair.</b>	
2 a.	<b>Minutes of previous meeting</b>	<b>The Board resolved that the minutes of the 05 December meeting be approved.</b>	
3.	<b>Matters Arising</b>	Code of Conduct distributed for the Board to read, with particular reference to Part B on Government Framework  The Board were asked to read the handout distributed from Taskforce on Tomorrow's Schools  Year 7 student has had a smooth transition back to school, will be closely monitored  <b>The Board resolved that a request be made to Pelorus Trust for funding of is \$2760.50 GST exclusive to cover the cost of 50 netball dresses including embroidery.</b>	
4.	<b>Principal's report</b>	<b>The Board thanked Neil for his report and resolved that the principal's report be received with amendments to the tabled student number report. The Board endorsed the fixed-term employment of an additional teacher aide for the remainder of the 2019 school year and noted both the December 2018 Financial Report.</b>	
		<b>ACTIONS:</b>  Table to be revised to show nga puawai/mainstream split by adding another column	<b>Neil</b>

		Cultural identity needs more explanation (for example adding an 'identifying as' column)	Neil
5.	<b>Analysis of variance 2018</b>	Neil and Nick to meet to discuss December finance report <b>The Board resolved to adopt the amended 2018 report for submission to the Ministry.</b>	Neil, Nick
		<b>ACTIONS:</b>	
		Check rules/procedures re Analysis of Variance - does Analysis of Variance need to be 'endorsed' by the Board?	Neil
		Redistribute Analysis of Variance doc with amendments (1 amendment and 1 typo in actions page 2) before sending to Ministry by 02 March	Neil
6.	<b>2019 Charter</b>	Kelly to attend upcoming property meeting on behalf of Board <b>The Board resolved to adopt the 2019 Charter pending proposed amendments.</b>	Kelly
		<b>ACTIONS:</b>	
		Separate nga puawai and add maori graduate profile on page 6	Neil
		Finish updating macrons	Vanessa
		Remove ref to national standards	Neil
		Page 6 bullet point 5 and last section, change wording to 'te ao' maori	Neil
		Last bullet point to read vision rather than mission	Neil
		Wording for section 3.3 to be completed	Neil
7.	<b>Draft budget</b>	Neil and Emeli to meet to ensure all changes are made and Neil to resend to all <b>The Board resolved to adopt the 2019 budget as drafted and as a working budget to be reviewed mid-year, subject to amendments requested.</b>	Neil, Emeli
		<b>ACTIONS:</b>	
		Increase BOT expenses by \$2k	Neil
		Decrease reliever amount by \$2k	Neil
		Resend amended version for reference	Neil
		Annotate MLP funding better	Neil
8.	<b>Board workplan</b>	<i>Note: Nick offered to sit in on any future Education Services meetings to discuss BoT needs with new manager</i> Discussion took place on the Board workplan for 2019	Nick
		<b>ACTIONS:</b>	

- to next meeting) **All**
- Board members to attend picnic on 28<sup>th</sup> February to introduce themselves **All**
9. **Board communication to school community** It was agreed that communication to the school community should include:  
 -new Chair appointment (mention the Emeli is the first Pasifika and first female Chair)  
 -approval of strategic plan  
 -message for the year ahead
- Other Business** **The Board resolved by email that the donation for the Education of Our Children Letter be accepted.**
- ACTIONS:**
- Feedback to MoE re LSM needed, should be discussed at next meeting **All**
- Taonga for LSM - need to look into gift policy and consider if govt official could accept taonga of appreciation **Neil**
- Comms needed for those who made submissions to proposed enrolment scheme and inform them about end of process (Nick has list, will forward to Neil) **Neil, Nick**
- Consider google docs/drive sharing for clearer records, add necessary docs to current shared drive and ensure all have access to it, with school email addresses **Neil**
- Consider proposal from the management team about a requested change to meeting schedule. Proposal: 2 meetings per term every 3rd Monday to start 6pm, or every 3rd Thursday at 7pm, or leave as is. **All**
- ITEMS FOR NEXT AGENDA:**
- Tomorrow's schools: Board to discuss handouts on 8 Key issues and Governance sections
- Feedback of LSM for Ministry of Education
- Proposed change of BoT meeting schedule
- Sub-committees/portfolios for Trustees

Confirmed by Chair:



Date:

19/03/19