

Minutes of School Board meeting

Monday 18 March 2019 at 7pm
Held in Room 15, Wilford School,
William Street, Petone
(open to the public)

ITEM	PRESENT		ACTION
		Trustees: Emeli Sione (Chair, Board Secretary), Ced Simpson, Neil Sargisson (Principal), Vanessa Phillips, Nick Edwards, Tina Renata, Kelly McGregor	
1.	Apologies		
2.	Minutes of previous meeting	The Board resolved that the minutes of the 18 February meeting be approved.	
3.	Matters Arising	Un-actioned item to follow up – Neil to send out comms on zoning following receipt of list from Nick	Nick
		Board Secretary to be appointed – Defer to next meeting	Emeli
4.	Report on email motion	The Board resolved that the vacancy created by Sarah Mataiti's resignation will not be filled, in accordance with s105(3) of the Education Act, bearing in mind the proximity of the general trustee election and the previous decision to co-opt an eighth trustee.	
5.	Principal's report	The Board thanked Neil for his report and resolved that the principal's report be received, noting the progress towards the 2019 Strategic Goals as identified, and noting the tabled January 2019 Financial Report.	
		Copy of letter with updated quote for property work from Possenniskie Consultants Limited was tabled and distributed by the Principal.	
		The Board resolved that the quotes as provided be accepted for work on: 1. Principal's office/medical room location switch, 2. Hall roof including make good interior linings, and 3. Block G/E student toilets x2, as identified and amounted in the letter dated 18 March 2019.	
		ACTIONS:	
		Ask for further breakdown of figures; specifically, what makes up the (monetary and detail) difference between the quotes received, and what is being compromised/sacrificed.	Neil
		Review school processes, particularly lockdown, earthquake etc, in light of recent events and communicate to wider community	Neil

6.	Meetings schedule	<p>The motion proposed by the Principal that the dates of board meetings for the remainder of the year will be weeks 3 and 8 of terms two and three and week 2 and 7 in term four was not carried due to dissent by the Board.</p> <p>The Board resolved to change the start time of future meetings from 7pm to 6.30pm</p> <p>ACTIONS:</p> <p>Review Board plan and align meeting content accordingly</p> <p>Review number of times per term a Principal's report is required</p>	<p>Neil/Emeli</p> <p>Emeli</p>
7.	ERO Report	<p>Discussion took place on what details the Board would like to see on the report in terms of numbers and with regard to strengthening school-wide internal evaluation, and how to articulate what the ERO office in turn might like to see.</p>	
8.	Review LSM process and report	<p>Discussion deferred until next meeting.</p> <p>ACTIONS:</p> <p>Discussion to be started via Google Drive for review and comment by next meeting</p>	<p>Emeli/All</p>
9.	Tomorrow's Schools	<p>The Board are generally in favour of the new proposed structure.</p> <p>ACTIONS:</p> <p>Position to be taken and communicated to the wider community on behalf of the Board, either in school newsletter or separate comms.</p> <p>Kelly to share results from the Institute of the Board of Directors on the matter</p>	<p>Emeli/Ced</p> <p>Kelly</p>
10.	Principal Appraisal Agreement	<p>In Committee</p>	
11.	Board communication to school community	<p>It was agreed that communication to the school community should include:</p> <ul style="list-style-type: none"> -School processes reminder -Board's position on Tomorrow's Schools 	
	Other Business	<p>Emeli raised the issue of an official complaint laid by a parent and how bullying is addressed / how the Kiva programme is being reviewed in the school, and how the Board can support it.</p> <p>The Board resolved to adopt the motion that Ced Simpson, Tina Renata, and Emeli Sione be delegated as the sub-committee to review actions taken to address concerns about bullying raised in the report in 2017 and 2018 survey reports and complaints raised by parents,</p>	

including 2019 plans and report to the April board meeting.

ACTIONS:

Working group to be established to research treatment of bullying and the effectiveness of the Kiva programme school-wide.

**Emeli/Ced/Tina
(plus
Neil/Vanessa)**

ITEMS FOR NEXT AGENDA:

Board Secretary Appointment

Portfolios for Board members

Feedback from working group on treatment of bullying

ERO report update following discussion initiated via GoogleDocs

LSM process review and report following discussion initiated via GoogleDocs

Confirmed by Chair:

Alison

Date: 29/4/2019