

Minutes of School Board meeting

Monday 16 April 2018 at 7pm
Held in the Library, Wilford School,
William Street, Petone
(open to the public)

IT E M	PRESENT	Trustees: Emeli Sione (acting chair), Nick Edwards, Neil Sargisson (Principal), Vanessa Phillips, Peter Pointon (LSM) Management team: Ailsa Webb, Jamie Marment	ACTION
1.	Apologies	Ced Simpson (Chair), Sarah Mataiti, Kaapua Smith	
2.	Minutes of previous meeting	The Board resolved that the minutes of the 26 March meeting be approved.	
3.	Business Arising	none	
4.	Board 2018 workplan	LSM distributed his proposed document and spoke to it. The Board resolved to adopt the draft Board 2018 workplan, to take it on board as a living document and to advise if any other reporting is required on it.	
5.	Enrolment scheme	LSM suggested that the plan should be added to the charter going forward. It could help provide leadership accountability and whole school transparency and is proactive governance. The principal spoke to the enrolment scheme and discussion took place on 1. how to manage projected roll growth within the building constraints of the Ministry, 2. An enrolment scheme for consultation to include Petone/Alicetown zone as a base, 3. Nga Puawai as special programme, 4. The need for Ministry approval, 5. Consultation with Petone Central School The Board resolved to investigate an enrolment scheme and to establish a committee to deal with processes as required.	
		ACTIONS:	
		Principal to send out enrolment scheme information to all, including those not present at tonight's meeting and ask for further feedback/questions.	Neil
		Committee/working group to be formed – volunteers should contact Neil or Emeli to arrange.	All
			Neil

Timeline to be distributed outlining required steps and tasks (Board of Trustees - Steps for Implementation of Enrolment Scheme (ES) handout can also be referred to). Note: allow 6 week window for pre-work then 3 approx. months for Ministry approval with a view to having it in place for start of 2019 year.

Committee, TBC

Draft communication to school community to be prepared when above actions are complete – comms strategy is important to frontfoot concerns/questions.

6. **Principal's report**

The Board resolved that the principal's report be received.

The Board resolved that a request be made to Infinity Foundation for funding to cover the Lower Hutt Primary Schools Sports Association student levy for 2018 to \$1085.22

The Board resolved that a request be made to Nelson A Cengage Company for funding to cover the cost of 1 guided reading cards and 2 top up favourite and purchase some new book titles to a value of \$4440.90

Neil acknowledged the work of Ailsa and Vanessa to get the appraisal programme completed, especially Vanessa's liaison role.

LSM suggested putting the Te Reo programme on the Board plan.

ACTIONS:

Ask Education Services for finance reports earlier to be able to table at Board meetings.

Neil

Include Kura Ahurea Te Reo Maori programme onto the Board plan.

Neil *Handwritten note*

7. **Board communication to school community**

It was agreed that communication to the school community should include:

- Advising that the final ERO report is now available (and emphasising that plans are already in place to address the issues)
- Follow up to recent survey (mentioning that the Board are confident that any concerns raised will be addressed)

Ced, all

It was agreed that Ced write the content but that it be reviewed by all Board members before distributing

ACTIONS:

Timely communication is imperative – needs some improvement on the Board's behalf.

All

Comms strategy should be added to the next agenda, further discussion needed with Kaapua. Principal to be kept in the loop at all times.

Nick, Kaapua, Neil *Handwritten note*

LSM and Chair to meet to discuss the process of Board communication with the school community.

Peter, Ced

3. **Other Business** Note: draft agenda distributed only, additional items below not included:

Statutory Interventions Outcomes Plan

Principal's Appraisal Plan

Appointment of Vanessa as staff member onto the Board

ACTIONS:

Principal to send Statutory Interventions Outcomes Plan to the Board, including those not present.

Neil

Ced

Call for general business to be added to agendas going forward

Ced

Add Vanessa to Board distribution list

Peter, Ced

Training session for Board members on role of governance recommended. (Confirmation of independent sustainability is a goal for LSM)

Emeli apologised to Vanessa re lack of acknowledgement on her appointment and welcomed her onto the Board and thanked the leadership team for their input into the meeting.

Confirmed by Chair:



Date: 22 May 2018 -