



Minutes of School Board meeting

Monday 18 June 2018 at 7pm
Held in Room 1, Wilford School,
William Street, Petone
(open to the public)

IT E M	PRESENT	Trustees: Ced Simpson (Chair), Emeli Sione, Nick Edwards, Neil Sargisson (Principal), Vanessa Phillips, Sarah Mataiti, Kaapua Smith, Peter Pointon (LSM) Nic Lawson (SENCo officer)	ACTION
1.	Apologies		
2.	Minutes of previous meeting	The Board resolved that the minutes of the 21 May meeting be approved.	
3.	Business Arising	Neil provided an update on the enrolment scheme process. Meeting took place with Petone Central School, Ministry senior advisor and Ministry co-ordinator. A further meeting is to be organised with planned submission date to Ministry still at the end of term 2.	Neil
4.	Support programmes	Discussion took place on report as circulated prior by Nic Lawson. Suggestion by Chair that a response to the NZSTA survey on learning needs might be timely, to highlight the lack of resources. The Board thanked Nic for her report (and noted that acronyms need to be clarified).	All
		ACTIONS: The Board to consider how they can contribute to the NZSTA consultation.	
5.	Hautu follow up	Report was circulated on trustee responses. Next step is one day workshop scheduled for Saturday 4 th August. (Finance workshop already scheduled for 20 June)	
6.	Policy reviews	Discussion took place on the current and historical situation of the reviews on SchoolDocs. Suggestion that the overall framework, policies and procedures should be looked at and prioritised accordingly, and that NZSTA framework should also be referred to.	

ACTIONS:

		Board will review the policies identified by Nick in 2018 and will review the use of School Docs before the end of the year with a view to a possible change in 2019.	All
		Email current policies to Neil for uploading to School Docs	Ced
		Nick to make a retrospective review of policies that were due for review over the past 12 months to date and to report back to the Board	Nick
7.	Principal's report	The Board noted the progress of the Kura Ahurea programme, the review of the School Curriculum, and the progress being made towards the 2018 strategic goals as indicated.	
		The board resolved to approve the 2017 Financial Statements.	
		The Board resolved to accept the 2017 Auditor's Report, noting the responses of Education Services about recommendation 3.1, and the auditors' clarification about recommendation 3.2.	
		The Board thanked Neil for his report and resolved that the principal's report be received.	
		ACTIONS:	
		Ask Education Services why they are not using the suggested model	Neil
		Ask Auditor for clarification re reconciliation	Neil
8.	Principal's appraisal	Ced reported that the appraisal committee noted significant improvements and thanked Neil for that. Areas of further work noted, in particular with regard to professional development of the Principal.	
		ACTIONS:	
		Chair will forward the final appraisal by email to the Board when complete	Ced
9.	Board communication to school community	It was agreed that communication to the school community should include: <ul style="list-style-type: none"> • Updates from today's meeting (linking back to the survey) 	Ced, All to review
	Other Business	Kaapua spoke to her presentation on transition from Nga Puawai to mainstream and proposed way forward.	
		The Board noted the proposals on transitions presented, looks forward to further work being done and thanked Kaapua and the management team for their work on it to	

date.

Nick noted that according to the current schedule, it is time for the annual review survey. He will forward suggested questions to the Board for feedback at the next meeting.

Nick

ITEMS FOR NEXT AGENDA:

Succession planning

Confirmed by Chair:

A handwritten signature in blue ink, appearing to be 'C. A.', with a long horizontal stroke extending to the right.

Date:

23 July 2018.

