

Minutes of School Board meeting

Monday 21 May 2018 at 7pm
Held in Room 1, 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, Sarah Mataiti, Kaapua Smith, Peter Pointon (LSM)	ACTION
1.	Apologies	Ced Simpson (Chair)	
2.	Minutes of previous meeting	The Board reviewed the action points and resolved that the minutes of the 16 April meeting be approved.	
3.	Business Arising	<p>Neil provided an update on the enrolment scheme process.</p> <p>Next steps: meeting with Petone Central School, boundaries to be confirmed, and submission to Ministry planned for approx. end of week 8.</p> <p>LSM suggested 'special character' allowance for buildings should be investigated further.</p> <p>ACTIONS:</p> <p>The Board agreed that Neil will set a meeting date for working group to come together and work on next step, coming up with a draft proposal. Working group to provide a progress update at the next board meeting (18 June 2018)</p>	Neil
4.	Hautu follow up	<p>Discussion took place on possible workshop and draft plan as distributed prior.</p> <p>The Board resolved to adopt the proposed project framework for next steps on the Hautu process, as part of a broader strategy.</p> <p>ACTIONS:</p> <p>Each trustee to review where they think the Board are at against the Hautu criteria (prior to 18 June meeting)</p> <p>Neil to set a date for the working group (Kaapua, Sarah, Ced, and Neil) to meet and discuss what and how the workshop on 25 June will be run and who will facilitate it, with due consideration of Board budget.</p>	All Neil, Kaapua, Sarah, Ced

		LSM to follow up with Carol and see if Karen is available to facilitate our workshop and report back.	LSM
5.	Board 2018 workplan	<p>Discussion took place on the principal priorities of the Board in the remaining 12 months of its term. LSM suggested 2019 planning sessions and workshops re strategic plan before or at the end of the school year.</p> <p>The Board resolved to adopt the draft Board plan as amended.</p> <p>ACTIONS:</p> <p>Emeli to make changes to draft as discussed and confirm changes with Neil before re-distribution to all</p> <p>Possible dates for 2019 planning workshop to be discussed</p> <p>Possible dates to be discussed for meetings/workshops with Maori whanau rep, Pasifika rep, PTA rep and any other key stakeholders/community reps.</p>	<p>Emeli, Neil</p> <p>Emeli, Neil</p> <p>Emeli, Neil</p>
6.	Principal's report	<p>The Board noted the tabled reports; April Finance report, draft Enrolment Zone maps, Library report and Property tender documentation. The progress being made towards the 2018 strategic goals as indicated was also noted.</p> <p>The Board thanked Neil for the comprehensive report and resolved that the principal's report be received.</p> <p>ACTIONS:</p> <p>Check with Education Services re ASB term deposit details in finance report and update financial report accordingly</p> <p>Kaapua to write paper on transition from Maori stream to mainstream for next Board meeting using feedback from whanau survey and following initial meetings with Neil</p>	<p>Neil</p> <p>Kaapua</p>
7.	Board communication to school community	<p>It was agreed that communication to the school community should include:</p> <ul style="list-style-type: none"> • Mid-term reports will be available soon • Hautu info and review (professional development for Board) • Board workplan update • Librarian report (importance of literacy) • Property update • ERO report update (celebrate successes) • Reminder that Board meetings are open to the public <p>It was agreed that Emeli with support from Neil will write the content but that it be reviewed by all Board members before distributing</p>	<p>Emeli, Neil, (with All to review)</p>

ACTIONS:

Draft piece on enrolment scheme for newsletter (31 May TBC
– dependant on outcome of meeting with Petone Central
School)

3. **Other Business**

ITEMS FOR NEXT AGENDA:

Comms strategy (ongoing)

Call for general business (still not clear on agenda)

Portfolios

Kaapua - Paper on transition to mainstream

Confirmed by Chair:



Date: 18 ~~May~~ June 2018.