

## Minutes of School Board meeting

Monday 27 March 2017 at 7pm  
Held in the Library, Wilford School,  
William Street, Petone  
(open to the public)

ITEM	PRESENT		ACTION
		Ced Simpson (Chair), Neil Sargisson (Principal), Vaughan Smith, Emeli Sione and Edward Cox.  Jamie Marment	
1.	a <b>Welcome</b>		
	b <b>Apologies</b>	Sarah Mataiti and Nick Edwards	
	c <b>Confirmation of Agenda</b>	The Board confirmed the agenda, with the report of Keriana Tawhiwhirangi (the Special Adviser's Scoping Report) to be discussed in item 3.	
2.	<b>Minutes of the 20 March 2017 meeting</b>	<b>Agreed:</b> That the minutes of the 20 March 2017 meeting be accepted as an accurate record (with spelling errors corrected).	
3.	<b>Additions to 2017 plan</b>	<b>Noted:</b> The finding that the Board and Principal know the key issues in the school.  <b>Agreed: 1.</b> (by majority).. The Scoping Report not be released in this form at this time because there are specific comments made about individuals in the report <b>2.</b> The following actions were identified as arising from the report: <b>A.</b> There needs to be quick and clear demonstrable action to the issues raised. <b>B.</b> Progress on the Nga Puawai Rapid Response Plan is to be reported at each meeting. <b>C.</b> Specific communication issues with the community, within the school and within the board will be addressed. <b>D.</b> For the 2018 charter we will conduct fresh community consultation. <b>E.</b> Individual trustees will review the School Trustees Booklet <i>Helping You Ask the Right Questions</i> <sup>1</sup> before the next meeting. <b>F.</b> PLD for general Board of Trustees roles and responsibilities is to be addressed, in part, by NZSTA conference attendance. <b>G.</b> There is to be a project response to the findings of cultural responsiveness <b>H.</b> There is to be a 2017 Principal's appraisal plan. <b>I.</b> Communication of these actions to the community is to be discussed between trustees.	
4.	<b>Nga Puawai (item 7 on agenda)</b>		
4	<b>Board program 2017/resources</b>	Deferred	
5.	<b>Principal's report</b>	<b>Agreed: 1.</b> The Principal's report was accepted. <b>2.</b> The board welcomes the <i>Well-being at Wilford School Staff Survey Results for Staff and Board</i> (March 2017) and intention to	

<sup>1</sup> ERO, 2017

repeat them to track staff morale.

**Noted: 1** Board-staff interrelation trust is apparently low, based on staff perceptions on communication to staff, or lack thereof, and how staff perceive the board communicates with each other and with teaching staff attending meetings **2**. Those perceptions may reflect an incomplete understanding of the board role and functioning.

Confirmed by Chair

A handwritten signature in black ink, consisting of a large, stylized initial 'C' followed by a horizontal line and a small flourish.

Date 10 April 2017