

**Minutes of School Board meeting**

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

ITEM	PRESENT	Trustees: Ced Simpson (Chair), Vaughan Smith, Emeli Sione, Sarah Mataiti, Nick Edwards  Management team: Faye Mayo, Vanessa Phillips, Neil Sargisson (Principal)  Carol Murray-Brown (NZSTA Regional Governance Advisor)	ACTION
1.	<b>Apologies</b>	Keriana Tawhiwhirangi, Kaapua Smith	
2.	<b>Intro to NZSTA's Internal Evaluation Tool</b>	Carol Murray-Brown, NZSTA Regional Governance Advisor, presented on the Internal Evaluation Tool (IET) and offered to come to the January Board meeting if needed.  The Board thanked Carol for her presentation and noted that it would be a good way of collectively reviewing as a Board.	
3.	<b>Minutes of the 30 October 2017 meeting</b>	<b>The Board resolved that the minutes of the 30 October meeting be approved.</b>	
4.	<b>Principal's report (incl finance),</b>	<p><b>Discussion took place</b> on student achievement: PACT will continue to be used for judgement/guiding docs for progression etc. It was noted that Nga Whanakitanga is not included but conversation has been had with that syndicate, also Nga Puawai plans unclear – wording needs to be changed for clarity. Macrons also need to be correct throughout.</p> <p>In relation to staff survey results, with a caution to keep an eye on stress levels/work-life balance and suggestion to look at workload in strategic plan, the Board congratulated the Principal, management team and all staff on the significant improvement in the results from last year.</p> <p><b>Discussion took place</b> on property - concept option 3.</p> <p><b>Motion that the Board adopts concept option 3 to go back to architect and Project Manager – no dissent, resolved.</b></p> <p><b>Discussion took place</b> on the financial report, 2018 budget to be discussed in more detail at the next meeting.</p>	<p><b>Neil</b></p> <p><b>Neil</b></p>

Sarah moved the principal and financial report was accepted and **the Board adopted the reports**

5. **Strategic review & planning**

Discussion took place on 1, results of survey plan, 2, community survey, 3, draft strategic plan

It was noted that in the expression of the strategic objectives (text) there should be a reference to objectives relating to student achievement building on strengths.

**Action points:**

It was agreed:

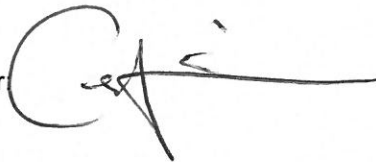
that Emeli look in more detail at data and results of survey plan **Emeli**

that Nick is to send proposed text of survey and get comments re survey on Friday **Nick**

that Emeli shares her notes on the strategic plan offline and that the Board share any changes to the text they feel is needed **Emeli, all**

that the Chair distribute Keriana's report via Google Docs for further reading and comment **Chair, all**

Confirmed by Chair



Date:

11 Dec 2017