

Minutes of School Board meeting

Monday 29 January 2018 at 7pm
Held in Room 1, Wilford School,
William Street, Petone
(open to the public)

ITEM	PRESENT	Trustees: Ced Simpson (Chair), Emeli Sione, Sarah Mataiti, Nick Edwards, Kaapua Smith, Ailsa Webb, Neil Sargisson (Principal)	ACTION
		Management team: Vanessa Phillips	
		Invited guests from 7pm – 7.45pm: Lisa, Peter Pointon (new LSM), Hinekura Maniapoto (new MoE advisor)	
1.	Apologies	none	
1 a.	Introductions and discussion with new LSM and MoE	Discussion took place re next steps following resignation of Keriana Tawhiwhirangi with replacement LSM Peter Pointon. Keriana's support was formally acknowledged, especially in Nga Puawai.	
2.	Election of Chair	Ced offered himself for re-election until such time as a replacement can take over the role, most likely this will be in March. Neil moved that Ced be elected Chair, Kaapua seconded.	
3.	Minutes of previous meeting	The Board resolved that the minutes of the 11 December meeting be approved.	
4.	Trustee Vacancy	The Board resolved that the resignation of Vaughan Smith as staff-elected trustee be accepted, that Donna Seddon be appointed as Returning Officer, and that staff should be invited to elect a replacement.	
		Action point:	Chair
		Chair to contact Donna to officially start the process	
5.	LSM discussion with MoE	Covered in section 1a. above	
6.	LSM report	Discussion took place on Keriana's document as distributed prior.	
		Action point:	Neil
		Principal to draft response with comments/annotations on the report to send to new LSM	

- Ask new LSM for clarification and his interpretation of report and next steps and offer Board support and interpretation where needed. **Neil, Ced**
7. **Report to ERO** **Discussion took place** of written report (as distributed prior via Google Docs) and presentation.
- Action points:**
- Kaapua to review written report for consistency and send to Neil for further comment/changes if needed. **Kaapua, Neil**
- Kaapua to draft presentation for 05th March meeting and make available via Google Docs for review.
- Ced and Neil to look closer at structure and how to talk to the 3 strategic goals in the presentation **Neil, Ced**
8. **2018 Charter** **Discussion took place** on latest draft.
- The Board resolved** that the 2018 Charter be further worked on in the areas identified. Workshop scheduled for 14th February.
- Action points:**
- Identify what is missing from the Charter with a view to discussing the text on the 14th. **All**
- The team who have worked on the Charter to date were acknowledged and thanked.
9. **2018 budget** **Discussion took place** on the draft 2018 budget in light of the Charter and LSM decision.
- The Board resolved** that the 2018 budget be adopted provisionally and reviewed in the March meeting.
10. **2018 Board plan** Discussion of Board priorities and functioning in 2018.
- The Board resolved to continue to meet on the 3rd Monday of every month (subject to change if needed due to school holidays etc) and that policy reviews will be done via online documents rather than during meetings.
- Action points:**
- Ced to distribute documents to all for review **Ced**
- Nick and Sarah to take on shared responsibility to review policies, school docs etc, previously Emeli's responsibility. **Nick, Sarah**
11. **Board communication to school community** Items for newsletter:
- Welcome back, survey results forthcoming, ERO visit, LSM change

Action points:

Ced to send details on the above to Linda for the newsletter

Ced

Confirmed by Chair:

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Date: 19 Feb 2018