

Minutes of School Board meeting

Monday 23 July 2018 at 7pm
Held in Room 1, Wilford School,
William Street, Petone
(open to the public)

IT E M	PRESENT		ACTION
		Trustees: Ced Simpson (Chair), Emeli Sione (Deputy Chair), Nick Edwards, Neil Sargisson (Principal), Vanessa Phillips, Sarah Mataiti, Peter Pointon (LSM)	
		Syndicate leaders: Ailsa Webb, Jamie Marment, Nisha Bhana, Debbie Boorman, Gina Williams	
1.	Apologies	Kaapua Smith	
2.	Literacy/numeracy achievement	<p>Syndicate leaders reported on mid-year student achievement data in literacy and numeracy; achievements, challenges and future actions.</p> <p>The Principal acknowledged the work put in by the leaders to produce the reports.</p> <p>LSM congratulated all for attending and presenting, thanked the syndicate leaders for their efforts, and indicated that the data should be presented to ERO team in the same way.</p> <p>ACTION:</p> <p>Jamie Marment to correct his data numbers and provide updated report to the board via Neil</p>	Jamie/Neil
1 a.	Minutes of previous meeting	The Board resolved that the amended minutes of the 18 June meeting be approved.	
3.	ERO plan	<p>Meeting on 17 December tentatively booked for end of year discussion of plan as tabled.</p> <p>ACTIONS:</p> <p>All docs to be sent to ERO by the end of this week.</p> <p>The Board thanked the management team for the extent of detailed planning which is now being undertaken in relation to ERO and the strategic plan in general.</p>	Neil
4.	Finance review	<p>Mid-year review of budget discussed. The Board welcomed the report, note the questions to be answered and ask the principal to investigate further.</p> <p>LSM moved that the principal's appraisal budget be increased by \$1.5k from \$2.5k to \$4k – no dissent, CARRIED</p>	

ACTIONS:

Neil to review overspend in June on personnel, and 'report does not balance' comment and report back to Board **Neil**

Neil and Nick to meet on Thursday 26 July to discuss budget further and provide explanatory notes for the Board

Neil to review the fixed term contracts and report back to the Board at the August meeting as requested by LSM, ensuring that details in the personnel section is clear. **Neil/Nick**

Neil

The Board resolved to reconsider motion to adopt the financial forecast by email vote based on more fully annotated forecast being received in due course.

All

5. **Enrolment zone** **The Board resolved to endorse the Enrolment Zone committee's recommendation for a school zone (with boundary moved back to Cuba Street) to be presented to the Ministry for approval. [4 in favour, none against, 2 abstentions]**

6. **Principal's report** The Board noted the tabled June Financial Report, the ERO plan and intervention implementation plans, noted the mid-year financial forecast only and the progress being made towards the 2018 strategic goals as indicated in the report.

The Board thanked Neil for his report and resolved that the principal's report be received.

7. **Next meetings** December meeting changed from 3 December to 5 December.

ACTIONS:

LSM to confirm availability

Peter

8. **Board communication to school community** It was agreed that communication to the school community should include:

- Information re Kaapua's resignation and process on to fill vacant Board position

Ced, All to review

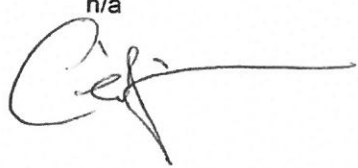
Other Business

Principal's appraisal – discussed in committee

Co-opting Board member to fill vacancy and call for expressions of interest to be sent to the Board, paying due attention to the specific skills required.

The Chair moved and the Board resolved that the vacant position be filled by selection, and that it should be explained to the community why it is being filled in this way.

ITEMS FOR NEXT AGENDA:

Confirmed by Chair: ^{n/a}


Date: 22/08/18