

Minutes of School Board meeting

Monday 17 September 2018 at 7pm
Held in Room 1, Wilford School,
William Street, Petone
(open to the public)

ITEM	PRESENT	Trustees: Ced Simpson (Chair), Neil Sargisson (Principal), Vanessa Phillips, Sarah Mataiti, Emeli Sione (Board Secretary), Nick Edwards, Peter Pointon (LSM) Management team: Debbie Boorman, Stephen Moli, Brian Lenihan Others: Tina Renata, Kelly McGregor	ACTION
1.	Apologies	none	
2.	Minutes of previous meeting	The Board resolved that the amended minutes of the 20 August meeting be approved.	
3.	Curriculum review: IT, health, the arts	<p>Reports circulated prior and spoken to by Debbie (Arts), Stephen (health and PE), and Brian (IT), LSM acknowledged amount of Arts being offered and the cultural responsiveness of it.</p> <p>The Board welcomed the learning area reports as evidence of continued commitment to the broad curriculum and the emerging leadership in each learning area as a way to reinforce it.</p> <p>ACTIONS:</p> <p>Brian to forward doc from MIT</p> <p>Broader info requested in BYOD paper to include statement of attitude to IT in the school and including cyber security.</p>	<p>Brian</p> <p>Neil</p>
4.	Governance framework	<p>Papers circulated prior by LSM.</p> <p>The Board moved to adopt the NZSTA governance and policy framework, amended as highlighted to the Board to include elements of the Wilford Policy on Board roles not covered.</p> <p>It was noted that the finance committee could and should include a Board member. Nick's work was acknowledged, and it was suggested that he be the board member with that responsibility. Robust complaints process was also noted. Consultation on some items may be required.</p>	

- ACTIONS:**
Nick can look into including equity policy in operational policies document in due course. **Nick**
5. **Updates**
Stakeholder surveys: Nick spoke to the timeframe for distribution.
Teacher and student surveys: currently being undertaken. Nick and Neil were thanked for their work on the surveys.
Hautu workshop: scheduled for Saturday 22 September from 10am to 4pm.
6. **Enrolment scheme**
ACTION:
Nick to liaise with Linda for distribution on parent survey **Ced/Neil**
Still no agreement with Petone Central School re proposed zone boundaries despite meeting with senior Ministry reps and school Principals involved.
Majority of Board members, including LSM, are happy for further meeting to take place.
- ACTION:** **Neil, Ced**
A further meeting is to be scheduled with Petone Central School to discuss proposed enrolment zone one last time. **Sub-committee**
An enrolment scheme sub-committee to establish enrolment criteria for Nga Puawai, and in consultation with key stakeholders.
7. **Trustee vacancy and succession planning**
Expressions of interest received from Tina Renata and Kelly McGregor.
The Board moved that Tina Renata be selected as trustee to fill the vacancy created by the resignation of Kaapua Smith and that Kelly McGregor be co-opted as trustee.
Tina and Kelly were welcomed onto the Board and were invited to upcoming Hautu workshop.
8. **Principal's report**
The Board thanked Neil for his report and resolved that the principal's report be received, noting the progress being made towards the 2018 strategic goals, ERO plan and intervention implementation plans, and further noting the appointment of Leah Sutton as teacher aide on fixed term contract until the end of the school year.
9. **Board communication to school community**
It was agreed that communication to the school community should include:
 - Trustee appointments
 - Hautu workshop being undertaken**Ced, Neil**
All to review
- Other Business**

LSM acknowledged the staff for providing significantly better information in their reports – it gives them real responsibilities and improves shared understanding of roles.

Karakia at start and end of meeting was discussed with a view to introducing it going forward.

ITEMS FOR NEXT AGENDA:

n/a

Confirmed by Chair:



Date:

15 Oct 2018