

Minutes of School Board meeting

Monday 19 November 2018 at 7pm

Held in Room 1, Wilford School,

William Street, Petone

(open to the public)

IT E M	PRESENT	Trustees: Ced Simpson (Chair), Neil Sargisson (Principal), Vanessa Phillips, Sarah Mataiti, Emeli Sione (Board Secretary), Nick Edwards, Peter Pointon (LSM), Tina Renata, Kelly McGregor	ACTION
1.	Apologies	none	
2.	Minutes of previous meeting	The Board resolved that the amended minutes of the 15 October meeting be approved.	
3.	Matters Arising	none	
4.	Principal's report	The Board thanked Neil for his report and resolved that the principal's report be received with amendments, noting the tabled September and October reports, and further noting the progress being made towards the 2018 strategic goals, ERO plan and intervention implementation plans, as indicated in the report.	
		ACTIONS:	
		Neil to change date of Christmas parade to 23 November, and add Breakfast Club visit in Strategic Goal 2	Neil
		Neil to expand on combined overspend vs overall underspend in Additional Reporting, finance section.	Neil
5.	2019 Charter	Discussion took place on draft circulated prior by Ced. Board are happy that the key strategic bases are covered.	
		ACTIONS:	
		No clear statement on why Nga Puawai exists – Neil to amend wording to reflect the importance and value of the program.	Neil
6.	Operational policies	The Board moved to adopt the drafted policies (in the Wilford School Governance Framework Part D) as amended.	
		Amendments:	
		D1: Privacy officer (Linda), as appointed by the Board, to be named	

D2: change wording from 'his or her' to 'their' for gender neutrality. Change 'or' Te Marautanga o Aotearoa to 'and/or'

D3: discussion took place over number of days to be approved at Board level re staff absences – needs looking into further, not approved.

D3.1: add wording 'or delegate' into red bullet points

D4: re Board approval for purchases; bullet point 1, figure to be \$500, wording to be changed to 'of over \$500 spend on a single budget line, Board approval is first sought'. Bullet point 2 figure of \$5,000 to be added.

D6, D7, D8: approved on the proviso that monitoring be looked at as a standing heading in the principal's report

D9: Board complaints procedure to be clarified

ACTIONS:

Wording changes to Part D as above

Neil

Source html reader

Nick

Make recommendation on Board approval of staff absences at next meeting

Nick

Look at MOA for fundraising spend and capital planning, and overall relationship with PTA

Sarah, Kelly

Wording for 'monitoring' to clarify in D6, D7, D8

Kelly

Clarify Board complaints procedure

Ced

7. **2019 Board workplan**

The Board moved to provisionally adopt the proposed 2019 workplan, subject to the school's priorities, as a starting template.

8. **Enrolment scheme**

Public consultation meeting scheduled for Monday 26 November at 7pm. Nick to lead the discussion and Deirdre to take minutes on the night.

ACTIONS:

Neil to provide some FAQs by email

Neil

9. **Board communication to school community**

It was agreed that communication to the school community should include:

Ced, Neil

All to review

Other Business

It was resolved by the Wilford Board of Trustees that a request be made to Pub Charity Limited for funding to cover the cost of busses to transport our 60 Year 7 and 8 students to Hillary Outdoor Education Centre, Tongariro, at a cost of \$3,450.00 (GST inclusive)

ITEMS FOR NEXT AGENDA:

n/a

Confirmed by Chair:

A handwritten signature in black ink, appearing to be 'C. S. L.', written in a cursive style.

Date: 5 Dec 2018