

**OPUA SCHOOL BOARD OF TRUSTEE MINUTES**

**19<sup>th</sup> October 2015**

**Meeting Started 6.58pm**

	<b>SUMMARY NOTES ON ITEM</b>	<b>To be actioned by</b>
<p><b><u>1. Administration</u></b></p> <p><b>1.1 Present</b></p> <p><b>1.2 Apologies</b></p> <p><b>1.3 Welcome</b></p> <p><b>1.3 Declaration of Interests</b></p> <p><b>1.31 BoT Internal PLD</b></p> <p><b>1.4 Minutes of last meeting (s)</b></p> <p><b>1.5 Matters Arising from previous minutes</b></p>	<p><b>1.1 Simon McGowan, Melanie Going, Malcolm Shaft, Duncan McAngus, Margaret Lange, Jasmine Beazley.</b></p> <p><b>1.2 NIL</b></p> <p><b>1.3 Jan Hewitt</b></p> <p><b>1.3 NIL</b></p> <p><b>1.31 MS ran through three practise scenarios using the NZSTA Professional Development Scenario cards. All members participated and found them useful.</b></p> <p><b>1.4 Taken as read.</b>  <b>Motion: to accept previous meeting's minutes as being true and correct once the one identified error has been amended.</b>  <b>Moved by MG seconded by MS, motion carried</b></p> <p><b>1.5 NIL</b></p>	
<p><b><u>2. Principal's Report</u></b></p> <p><b>2.1 Matters Arising</b></p> <p><b>2.2 Personnel and Draft ERO Report</b></p>	<p><b>2. Taken as read and confirmed</b>  <b>Moved by ML seconded by MS, motion carried</b></p> <p><b>2.1 SM to invite New Era IT to come to the next meeting to present their proposal to the Board and clarify a few issues.</b></p> <p><b>2.2 IN COMMITTEE 7.28pm</b>  <b>OUT OF COMMITTEE 8.02pm</b></p>	
<p><b><u>3. Strategic Planning Review</u></b></p> <p><b>3.1 2016 - Charter Preparation Update</b></p> <p><b>3.2 Hautu/Maori Stakeholder Discussion</b></p> <p><b>3.3 Review of Effective Governance</b></p> <p><b>3.4 Board Structure and Future Proofing</b></p>	<p><b>3.1 SM to encourage stakeholders to contribute to the Charter via the Feedback Forms (sent out with newsletter) and attendance at the Board Open Evening.</b></p> <p><b>3.2 JB to organise a gathering of the school's Maori community to get their input feedback. JB to email a questionnaire she has drafted, using NZSTA suggestions, to SM for final checking.</b></p> <p><b>3.3 Discussion occurred around the collated data from the ROEG. The first section of leadership was covered. The second section will be covered at the next meeting.</b></p> <p><b>3.4 Motion: That the Board agrees to return to a structure of 7 trustees including 5 elected parent representatives.</b>  <b>Moved by MS seconded by ML, motion carried</b></p> <p><b>Motion: To allow the meeting to go past 8.30pm</b>  <b>AYE 6 Nay 0 carried unanimously.</b></p>	<p><b>SM</b></p> <p><b>JB</b></p>
<p><b><u>4. Policy and Procedure Review</u></b></p> <p><b>4.1 Board Self Review Cycle</b></p>	<p><b>4.1 Motion: To adjourn this matter to the next meeting</b>  <b>Moved by MG seconded by ML, motion carried</b></p>	
<p><b><u>5. Health and Safety</u></b></p> <p><b>5.1 Nothing to report this month</b></p>		
<p><b><u>6. Finance Committee's Report</u></b></p> <p><b>6.1 August and September Reports</b></p>	<p><b>6.1 Motion: To adjourn this matter to the next meeting</b>  <b>Moved by MG seconded by DM, motion carried</b></p>	
<p><b><u>7. Property</u></b></p> <p><b>7.1 Property Report</b></p>	<p><b>7.1 Motion: To adjourn this matter to the next meeting</b>  <b>Moved by MG seconded by DM, motion carried</b></p>	

<p><b>7.2 Property Manager – Avail Pacific</b></p>	<p><b>7.2 Pip Bolton will be at the next Board meeting to answer any queries about the upcoming 5YA and 10YPP</b></p>	
<p><b><u>8. General Business</u></b>  <b>8.1 Q &amp; A with Jan Hewitt</b></p>	<p><b>8.1 JH offered further support with anything the Board might need assistance with. JH gave JB ideas for the upcoming Maori Community Consultation. JH expressed her admiration at how positively and effectively the Board was operating now.</b></p>	
<p><b><u>9. Meeting Closure</u></b>  <b>9.1 Comments on this meeting</b>  <b>9.2 Preparation for next meeting</b></p> <p><b>9.3. Identify Agenda Items for Next Meeting</b></p> <p><b>9.4 Time of Closure</b></p>	<p><b>9.1 Forms filled in (on file)</b>  <b>9.2 Next meeting on 30<sup>th</sup> November.</b>  <b>Motion: to start the next meeting at 6pm</b>  <b>Moved by SM seconded by MS, motion carried</b></p> <p><b>9.3 Please contact Malcolm directly if you would like anything on the next Agenda. (<a href="mailto:munaboat@gmail.com">munaboat@gmail.com</a>) at least five days in advance of the Board meeting.</b></p> <p><b>9.4 9.01 pm</b></p>	