

OPUA SCHOOL BOARD OF TRUSTEE MINUTES

15 February 2016

Meeting Started 7.07pm

	SUMMARY NOTES ON ITEM	To be actioned by
<p><u>1. Administration</u></p> <p>1.1 Present</p> <p>1.2 Apologies</p> <p>1.3 Declaration of Interests</p> <p>1.4 NZSTA PLD Scenarios</p> <p>1.5 Minutes of last meeting</p> <p>1.6 Matters Arising from previous minutes</p> <p>1.7 2016 Board Election Process</p>	<p>1.1 Simon McGowan, Melanie Going, Malcolm Shaft, Duncan McAngus, Margaret Lange.</p> <p>1.2 Jasmine Beazley</p> <p>1.3 MG let the Board know that she has recently rented a property to a possible employee of one of the ICT tenders.</p> <p>1.4 MS ran through two practise scenarios using the NZSTA Professional Development Scenario cards. All members participated and found them useful.</p> <p>1.5 Taken as read. Motion: to accept previous meeting's minutes as being true and correct. Moved by MS seconded by MG, motion carried</p> <p>1.6.1 A reminder to put the Board Self Review of Effective Governance (Part 2) on to the next Agenda in MARCH.</p> <p>1.6.2 A reminder to add the Maori Stakeholder's Discussion to the next Agenda in MARCH.</p> <p>1.6.3 Principal's Appraisal cost of \$1500 to be put in the budget asap.</p> <p>1.7.1 The Board is to follow the usual process during the election year. MS will remain the Board Chair until the newly elected board meet at their first meeting.</p> <p>Motion: To follow the suggested MoE/NZSTA dates:</p> <ol style="list-style-type: none"> 1. To select a Returning Officer by Wed 27th April at the latest. 2. To close our roll at noon on Wed 4th May; 3. To call for nominations by Fri 6th May; 4. To close supplementary on Wed 18th May; 5. To close nominations by Fri 20th May; 6. To send out voting papers by Wed 25th May; 7. To close poll election day at noon on Friday 3rd June; 8. To count votes by Thurs 9th June; 9. To ensure new Board takes office by Fri 10th June <p>Moved by MS seconded by SM, motion carried</p> <p>1.7.2 Motion: To vote that Maree Caswell be employed to act as the 2016 Board of Trustees Election Returning Officer. Moved by SM, seconded by ML, motion carried</p>	
<p><u>2. Principal's Report</u></p> <p>2.1 Matters Arising</p>	<p>2. Taken as read and confirmed Moved by MG seconded by DM, motion carried</p> <p>2.1.1 Motion: To have the first of four Board Open Forums on the 23rd February. It will coincide with the Opuia Family Evening. Moved by SM, seconded by MG, motion carried</p> <p>2.1.2 Motion: that the Board employs Denis Buckland to be the Principal's Appraiser for 2016. Moved by MS, seconded by ML, motion carried</p> <p>2.1.3 Motion: To approve the request of the PTA holding the Regatta Day fundraiser on the 9th of April. SM is to check all out going letters and correspondence for accuracy and is to ensure the correct permission is sought from the local authorities. Moved by SM, seconded by MG, motion carried</p>	

	<p>2.1.4 Motion: To approve the request that the Regatta Day be made a school day and that a day can be taken in lieu later in the year, which will be decided by the staff and Board at a later date. Moved by SM, seconded by MS, motion carried</p> <p>2.1.5 Motion: To approve the request that an overnight camp be held on the school grounds for Rooms 4 and 5. SM is to ensure that the Risk Assessment Documents are correctly filled in and appropriate permission forms are sent out and received. MS will check the RAMS and sign them when satisfied before the event. Moved by SM, seconded by DM, motion carried</p> <p>2.1.6 Motion: To approve the spending of \$6543.50 on 9 ipads and cases for Rooms 1 and 2. This has been budgeted for and three quotes have been obtained. SM will oversee the purchase and set-up of these items. Moved by SM, seconded by MG, motion carried</p>	
<p><u>3. Strategic Planning Review</u></p> <p>3.1 2016 - Charter FINAL</p>	<p>3.1 The finalised Charter was tabled and copies have been sent off to the local Ministry of Education.</p> <p>3.1.2 The Board will review the Gifted and Talented Procedure at the next meeting.</p> <p>3.1.3 SM to email the Board members the 2016 Policy Manual with the up-dated triennial review process.</p>	
<p><u>4. Policy and Procedure Review</u></p> <p>4.1 Nothing this meeting</p>	<p>4.1 NIL</p>	
<p><u>5. Health and Safety</u></p> <p>5.1 Hazards Register</p> <p>5.2 Serious Incident Form</p>	<p>5.1 Nothing to report this month.</p> <p>5.2 The Board were happy with MC's handling of this case. DM would like to look further into the school's procedures surrounding serious incidents to make sure staff actions are protected in cases like these (serious emergencies).</p>	
<p><u>6. Finance Committee's Report</u></p> <p>6.1 November Report</p> <p>6.2 December Report</p> <p>6.3 Asset Register</p>	<p>6.1 Motion: To accept the November Report as correct. Moved by DM seconded by MS, motion carried</p> <p>6.2 Motion: To accept the December Report as correct. Moved by DM seconded by MG, motion carried</p> <p>6.3 Motion: That Opua School's asset register maintenance is delegated to Education Services Ltd, a company specialising in education reporting. Education Services complies with all Financial Reporting Standards, as far as we know. Moved by DM seconded by MS, motion carried</p>	
<p><u>7. Property</u></p> <p>7.1 Property Report</p> <p>7.2 Property Manager for the 5YA & 10YPP</p>	<p>7.1 Correspondence from Darroch Ltd. (see attached) informing the Board of the current MARKET rent for the school house (sight unseen). Motion: That the Board keeps the school house rent at its current rate of \$210 for the current tenant (teacher at BOIC) with the option of revising it at a later date. Moved by MG, seconded by SM, motion carried</p> <p>7.2 Motion: That the Board employ Pip Bolton/Avail Pacific to organise, oversee and arrange all that needs doing for the 5YA and 10YPP .</p>	

