

OPUA SCHOOL BOARD OF TRUSTEE MINUTES

30th November 2015

Meeting Started 7.20pm

	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>1.31 BoT Internal PLD</p> <p>1.4 Minutes of last meeting</p> <p>1.5 Matters Arising from previous minutes</p>	<p>1.1 Simon McGowan, Melanie Going, Malcolm Shaft, Duncan McAngus, Margaret Lange, Jasmine Beazley.</p> <p>1.2 NIL</p> <p>1.3 SM let the Board know that he knows JP Vandenameele and Conrad, both of whom gave presentations to the Board in regard to the future of Opuia School ICT.</p> <p>1.31 Motion: To move the BoT internal PLD to next meeting. Moved by MS seconded by JB, motion carried</p> <p>1.4 Taken as read. Motion: to accept previous meeting's minutes as being true and correct. Moved by ML seconded by SM, motion carried</p> <p>1.5 A reminder to put the Board Self Review of Effective Governance (Part 2) on to the next Agenda in February.</p>	
<p><u>2. Principal's Report</u></p> <p>2.1 Matters Arising</p> <p>2.2 ERO Report</p>	<p>2. Taken as read and confirmed Moved by ML seconded by DM, motion carried</p> <p>2.1 SM corrected 2 items: (a) 2 not three ICT support submissions tonight – one more to come soon. (b) 5 not 4 replies received regarding our consultation with our Maori community.</p> <p>2.2 IN COMMITTEE 7.39pm OUT OF COMMITTEE 7.53pm</p>	
<p><u>3. Strategic Planning Review</u></p> <p>3.1 2016 – Charter DRAFT</p> <p>3.2 Hautu/Maori Stakeholder Discussion</p> <p>3.3 Education Act – Discussion and Response</p>	<p>3.1 The Draft Charter was tabled. Motion: The Board would like the minutes to reflect their appreciation of SM for all the hard work that went into compiling the Draft Charter. The Board suggested that SM insert a base-line statistic in Target 1 and Target 2. Moved by DM seconded by ML, motion carried Motion: Once SM has amended the Targets 1 & 2 the Board moves to adopt the Draft Charter and SM can forward it on the Ministry. Moved by MS seconded by MG, motion carried</p> <p>3.2 Motion: to move this report to the next Board meeting. Moved by JB seconded by SM, motion carried</p> <p>3.3 Motion: That the Board send the following statement to the Ministry: 1) The Opuia School Board of Trustees is very much in favour of co-operation between neighbouring schools. However we feel very strongly that any move to amalgamate Boards of Trustees, or combine two or more schools under a single Principal, would be counter-productive and totally against the principles of the concept of "The Child-The Heart of the Matter. Principals would be even more involved in various aspects of administration than they are at present, and any contact they have with pupils could only be drastically reduced. Deputy Assistant Principals would in many ways become Teaching Heads, with day to day responsibility for running the school. 2) Cohort entry on a termly basis would seem to be a positive move.</p>	<p align="center">SM</p> <p align="center">JB</p>

	<p>3) Attendance should be compulsory for children once they have started school.</p> <p>4) The Board of Trustees should have the right to say no to a prospective enrolment based on the safety of ALL pupils and staff. If the safety of the staff and students could be negatively affected by the forced enrolment of a child or young person, the Board of Trustees should be allowed to refuse such a directive as it has a clearly detailed responsibility to ensure the safety off its staff and students.</p> <p>SM to have this typed up on the school letterhead and MS will sign it on behalf of the Board.</p> <p style="text-align: right;">Moved by MS seconded by ML, motion carried</p>	
4. Policy and Procedure Review		
4.1 Nothing this meeting	4.1 NIL	
5. Health and Safety	5.1 Nothing to report this month	
6. Finance Committee's Report		
6.1 October Report	<p>6.1 Motion: To accept the November Report as correct.</p> <p style="text-align: right;">Moved by DM seconded by SM, motion carried</p>	
6.2 Draft Budget	<p>6.2 DM queried a number of significant changes in the 2016 Draft Budget in comparison to the 2015 Actual Budget. SM explained every variance to the satisfaction of the Board. There were a couple of tweaks to be made and an addition of a Principal's Appraisal budget under the Board of Trustees code.</p> <p>Motion: That the Draft Budget be adopted and once the amendments have been made SM can send it to the school accountants.</p> <p style="text-align: right;">Moved by DM seconded by MS, motion carried</p>	
7. Property		
7.1 Property Report	7.1 Pip Bolton will be at the next Board meeting to answer any queries about the upcoming 5YA and 10YPP	
8. General Business		
8.1 Principal's Appraisal Report	8.1 IN COMMITTEE 8.30pm OUT OF COMMITTEE 8.41pm	
8.2 ICT	<p>8.2 Motion: To wait for the third proposal from Barry Stanley and then make a decision from there.</p> <p style="text-align: right;">Moved SM seconded by DM, motion carried</p>	
8.3 Letter from PHN	<p>8.3 Tabled.</p> <p>The Board welcomed the comments in the letter and were happy with the Rheumatic Fever throat swabs and the vaccination deliveries.</p>	
8.4 Special mentions	<p>8.4 MS would like the minutes to reflect his thanks to everyone on the Board and the Secretary for all their hard work this year and wanted to pass on his appreciation for their unwavering support throughout what has been a very trying time for Board and Staff alike.</p> <p>The Board members would also like to minute their appreciation and admiration to MS for the many, many hours he has spent this year tackling the various issues the school has faced as well as taking part in PLD.</p> <p>The Board would also like to minute their appreciation to SM and recognise that it has been a very tough two years and are grateful to him for everything he has done for the school.</p>	

<p><u>9. Meeting Closure</u></p> <p>9.1 Comments on this meeting</p> <p>9.2 Preparation for next meeting</p> <p>9.3. Identify Agenda Items for Next Meeting</p> <p>9.4 Time of Closure</p>	<p>9.1 NIL</p> <p>9.2 Next meeting on 15th February 2016.</p> <p>9.3 * Review of Effective Governance Part 2</p> <ul style="list-style-type: none"> * Maori Stakeholder Survey Results *Revisit Tabling August and September’s Financial reports. *Meeting with Pip Bolton From Avail Pacific re the 5ya & 10yp <p>Please contact Malcolm directly if you would like anything on the next Agenda. (munaboat@gmail.com) at least five days in advance of the Board meeting.</p>	
	<p>9.4 8.47 pm</p>	