

OPUA SCHOOL BOARD OF TRUSTEE MINUTES

21 March 2016

Meeting Started 7.15pm

| | SUMMARY NOTES ON ITEM | To be actioned by |
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| <p><u>1. Administration</u> 1.1 Present 1.2 Not in attendance 1.3 Declaration of Interests 1.4 NZSTA PLD Scenarios 1.5 Minutes of last meeting 1.6 Matters Arising from previous minutes</p> | <p>1.1 Simon McGowan, Melanie Going, Malcolm Shaft, Duncan McAngus, Margaret Lange. 1.2 Jasmine Beazley 1.3 Nil 1.4 MS ran through two practise scenarios using the NZSTA Professional Development Scenario cards. All members participated and found them useful. 1.5 Taken as read. Motion: to accept previous meeting's minutes as being true and correct. <p align="center">Moved by MS seconded by MG, motion carried</p> 1.6 Discussion occurred around keeping staff safe. It was felt that we needed a second trained first aider. SM volunteered.</p> | |
| <p><u>2. Principal's Report</u> 2.1 Matters Arising</p> | <p>2. Taken as read and confirmed <p align="center">Moved by MG seconded by DM, motion carried</p> 2.1Nag 2 – Next Board Forum will be held in Term three. Date to be confirmed. 2.1.2 Discussion occurred around the extension of the use of teacher aide hours, support applications being made to assist with teachers with a number of new students with particular challenges. 2.1.3 Discussion occurred around the on-going Turning Circle project (this should be happening these holidays).</p> | |
| <p><u>3. Strategic Planning Review</u> 3.1 Strategic Goals 3.2 Review of Effective Governance 3.3 Maori Stakeholder Survey</p> | <p>3.1 Discussed – Reminder to read the right hand column for the log of progress on targets and bottom line of each target for what is planned next to achieve each target. 3.2 1. Leadership - Done 2. Representation – Succession Plan – MS to go to a seminar about this next week. Induction – Board needs to think about this. Explanation of Governance vs Management differences. Code of Behaviour will be one of the first items on the agenda for the new board. MS to give a brief summary of the Succession Plan at the next Board meeting. 3.3 Delay until next meeting.</p> | |
| <p><u>4. Policy and Procedure Review</u> 4.1 Gifted and Talented Students' Procedure 4.2 Health and Safety Policy</p> | <p>4.1 Discussed specific intelligences and GATE register. Board to give SM their thoughts on what the criteria should be. The Board won't rush this but we need to keep moving it forwards towards full implementation. 4.2 SM & MS to go to a Health and Safety seminar and will report back to the Board at the next meeting. The Board will look at the current Policy, a Ministry suggested Policy based on the new Health and Safety at Work Act, the attached Trustees' Health and Safety Checklist and will make any changes necessary after the seminar.</p> | |
| <p><u>5. Health and Safety</u> 5.1 Hazards Register 5.2 Serious Incident Report</p> | <p>5.1 Nothing to report this month. 5.2 Nothing to report this month.</p> | |

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| <p><u>6. Finance Committee's Report</u> 6.1 January Report 6.2 February Report</p> | <p>6.1 Motion: To accept the January Report as correct. Moved by DM seconded by SM, motion carried 6.2 Motion: To accept the February Report as correct. Moved by DM seconded by MS, motion carried</p> | |
| <p><u>7. Property</u> 7.1 Property Report</p> | <p>7.1 SM updated the Board with the proposed Fitness Circuit plans. 7.2 The 10YPP is still open to Trustees' thoughts/suggestions. 7.3 Motion: That the CAD plans be funded from the school account and SM to ensure that it is reimbursed by the MoE during the 5YA.</p> | |
| <p><u>8. General Business</u> 8.1 IN COMMITTEE 7.51pm OUT OF COMMITTEE 7.55pm</p> | <p>8.1 Attached</p> | |
| <p><u>9. Meeting Closure</u> 9.1 Comments on this meeting 9.2 Preparation for next meeting 9.3. Identify Agenda Items for Next Meeting 9.4 Time of Closure</p> | <p>9.1 NIL 9.2 Next meeting on 16th May 2016. 9.3 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. 9.4 9.10 pm</p> | |