

BOT Meeting 22 February 2021 at 6.00pm in the staffroom

1.	Administration	Action by
1.1	<p>Present: Linda Birch, Amanda Prowse, Greg Archer, Chris Elliott, Ferdie Gomes, Dean O'Shaughnessy, Meg Davies, Helen Sligo, Joe Robins, Lynne Candiliotis (minute taker)</p>	
1.2	<p>Apologies: Carol Winter</p> <p>In Carol's absence, Linda welcomed everyone.</p>	
1.3	<p>Opening Prayer / Reflection: Linda. Linda showed the resource 'A prayer companion' that the Board is welcome to use.</p>	
1.4	<p>News from the Board: Linda</p>	
2.	<p>Sarita Smit (ADW Schools Property Manager) had been invited to talk to the Board about Capital Projects, as per the action point from the previous Board meeting, however due to personal reasons Sarita was unable to attend, but is available to attend the next meeting on 29 March. The board would like her to come to this meeting - Lynne will contact Sarita.</p>	Lynne
3.	<p>Election of Board Chair - Linda called for nominations for Board Chair. Joe nominated Dean – Chris seconded this nomination. As there were no nominations Dean was elected unopposed. The Board congratulated Dean. Dean chaired the meeting.</p> <p>The Board thanked Carol for all her hard work as Chair. Linda advised that Carol is happy to stay on the Board.</p> <p>Dean will contact Jenny Gordon to discuss the process for appointing a proprietor's representative.</p>	Dean
4.	<p>Trustees Code of Behaviour Policy – Linda explained that this is good practice to complete each year. Everyone at the meeting signed a form, and Lynne will contact Carol to sign her form.</p>	Lynne
5.	<p>Matters arising from meeting on 7 December</p>	
5.1	<p>Student Code of Conduct Procedure - Linda and Joe will get together and have a draft code of conduct for the next meeting.</p>	Joe & Linda
5.2	<p>Community involvement - Linda has started unpacking the survey and will be ready for the next meeting.</p> <p>Linda & Amanda will further analyse the uniform responses particularly around the supplier</p>	Linda
5.3	<p>Health & Safety - Linda will have the behaviour report ready for the next meeting.</p>	Linda
6.	<p>Strategic Goals - Principal's report</p>	
6.1	<p>Catholic character - Linda advised that she has begun to review and update the Catholic Character strategic plan. A meeting will be arranged with Ferdie and Helen (proprietor's reps) to look at the updated Catholic Character strategic plan and the links with the annual plan.</p>	Linda, Ferdie, Helen
6.2	<p>Student achievement – The 2020 end of year OTJs identifying student's overall achievement in relation to the NZ Curriculum Expectations were again included in the board papers</p> <p>Analysis of Variance 2020</p> <ul style="list-style-type: none"> ● Writing - there were 38 children who didn't achieve at expectation at the end of 2019. Intervention programmes were put in place which resulted in 37% of these students moving to be at the expectation at the end of 2020. 1 student is now working above expectation. ● Maths – there were 42 students who didn't achieve at expectation at the end of 2019. By the end of 2020, 43% of them have moved to be working at expectation with the intervention 	

	<p>programmes that were put in place. Teachers are still working on interventions and wellbeing for students. Chris asked the board for their comments on this movement - Meg and Helen (teachers) said they are impressed with this movement as it's really hard to shift struggling students.</p>	
6.3	<p>School-wide Targets 2021</p> <p>Linda shared the school-wide for 2021 in writing and maths which identified the action plans to be put in place under the 3 tiers.</p> <p>The board asked what they could do to help with resources – Linda explained that sometimes success in a totally unrelated area can see success in struggling areas. Numicon is a great maths resource that would be a helpful resource to purchase. Quick60 would be a good resource at the lower levels for reading to accompany the other levels we currently have. Linda will bring details of these to the next meeting. Linda also mentioned that the local curriculum plan is another way to build resources and share information across the school.</p> <p>Chris asked about reading results and Linda mentioned that there are interventions for students not achieving. Linda will include all 3 subjects in her reports.</p>	
6.4	<p>Strategic/Annual Plan review - 3 year plan 2020-2022</p> <ul style="list-style-type: none"> ● All initiatives are planned to have a focus that is carried out over at least two of the three year plan. ● Linda touched on the goals and initiatives that teachers had worked on during 2020. ● In 2021 there will be 5 initiatives to achieve. The work on these will link into the 3 Strategic goals - our learners, our curriculum and our community. <p>Annual Plan Goals 2021</p> <p>Linda also explained the Annual Plan 2021 Monitoring tables that had been included in the papers. Actions, measures, so what - will show what is being done and the measures taken to achieve it, and what does this mean for us now and moving forward. These will be monitored at every board meeting using the updated information from Linda, as well as the progress from the previous meeting shown in a separate coloured font.</p> <p style="text-align: center;">Motion - Linda moved that Annual Plan 2021- Goals/Initiatives be adopted – Helen seconded. Motion carried</p>	Linda
6.5	<p>Property</p> <ul style="list-style-type: none"> ● Security cameras - The new security cameras are in the final stages of installation. Once everything is fully installed Linda and Lynne will receive training. ● Grant request – an opportunity has come up to apply to a trust that offers grants for wages. Linda would like to apply for funding for a Kapa Haka tutor. <p>Motion - Linda moved that the board approve an application to the Nikau Foundation for \$3000 for a Kapa Haka tutor for Terms 2&3 – Meg seconded. Motion carried</p> <p>Linda will let Debbie Nguon know.</p> <ul style="list-style-type: none"> ● Exceptional Translation applications - Linda informed the board that the teacher aide Exceptional Translation applications to the Ministry were successful. 	Linda
6.6	<p>Procedural Delegation of duties – some of the finance and personnel policies already have some of this information in them. The board asked for more time to review this more fully. The board agreed to carry it over as an agenda item for the next meeting. Linda will check for cross-over/duplicate areas within existing policies.</p>	BOT & Linda

6.7	<p>Apiscope - there is a bit of a challenge around the actual ownership of the apiscope. This project needs further investigation before a decision is made. The board indicated that it would be a good sustainability project to have these on site. An internal check with the Archdiocese and community would need to be carried out first and/or the Massey person who Janet Valentine has been communicating with. Good communication with parents and the community would be required. Linda will bring back ideas and recommendations to the next meeting.</p>	Linda
6.8	<p>Apple Terms & conditions – this is the standard document for all schools.</p> <p>Motion - Linda moved that this be accepted for our school - all agreed. Motion carried</p> <p>The Board discussed the possibility of obtaining a device such as jabra bluetooth speaker for use during Zoom meetings. Lynne/Linda will look into options.</p>	Lynne/Linda
6.9	<p>Website – development of the new website is underway now. We will need consent from every family before photos can go on the website/newsletter/FaceBook page etc. Linda will send a message out to all parents shortly.</p>	Linda
6.10	<p>Teacher Only Days – The school and Kahui Ako have planned 4 teacher only days this year. The board has already approved 7 April as the first TO Day for the year (a Kahui Ako day). Linda asked that the following days be approved as well: 4 June (in school), 27 August (Kahui Ako), 15 Nov (in school).</p> <p>Motion -Linda moved that the board approve 3 these days – Dean seconded. Motion carried</p>	
6.11	<p>Motion - Linda moved that the Principal’s report be approved - Dean seconded. Motion carried</p>	
7.	<p>Confirmation of minutes</p>	
	<p>Motion - Dean moved that the minutes from the meeting on 7 December 2020 be approved as a true and accurate record of matters dealt with - Joe seconded. Motion carried</p>	
8.	<p>Finances</p> <p>Chris spoke on the FSC report. All recommendations agreed & carried within report</p> <ul style="list-style-type: none"> ● Action item: Internal review recommendations to be implemented by management with assistance by Laurensons and for management to notify the Board upon completion. ● Action item: Management to include the funding application matrix & timeline for the March meeting. <i>(NB: This does not necessarily mean the Principal has to complete the work i.e., it should be delegated but must be complete & ‘fit for purpose’ for the BOT.)</i> ● Noted that a monthly reporting timetable was underway & would be finalised and included in the subsequent meeting board papers.. ● Camp grants will be submitted by grants person as well. ● Finances for January can’t be finalized until the 2020 accounts are finalized. A new reporting process is in place for this year. An Interim set of the 2020 financial reports will be available very soon. Laurensons will be more involved in reporting this year. <p>Motion - Chris moved that the finance report be accepted and noted that if anyone has any objection/comment that it be minuted. There were no objections or comments - Joe seconded.</p>	Linda Linda Linda
9.	<p>General Business</p>	

<ul style="list-style-type: none"> ● There was mention of someone from the Friends & Whanau group (possibly Tracey) coming to a meeting to discuss their plans for the year - particularly an update on the new playground to be installed soon. This could be a brief Zoom meeting. Linda will talk to Tracey Robins. ● Mention was made to invite Janet Valentine to a meeting to give an overview of the recent Year 8 camp. Linda will talk to Janet. <p>Lynne left the meeting at 7.40pm due to the nature of the following general business discussions</p> <p>Disciplinary committee – Noted by Principal that there is a plan & process in place to follow and there would be sufficient time to refer to the Board and seek trustees to participate on committee as required. This was agreed by Trustees.</p> <p>Principals appraisal discussion;</p> <ul style="list-style-type: none"> ● Discussion was held amongst Trustees & the Principal with it being proposed by the Principal & agreed by all Trustees to keep to the original wording. <p>Next steps;</p> <ul style="list-style-type: none"> ● Finalise the Principal’s 2020 review with the document to be signed by both parties & dated accordingly by the March meeting. ● Formalise the 2021 sub-committee with Trustees at the March meeting ● Discussion with agreement between BOT & Principal the KPI measures for 2021 & frequency of measurement for transparency ● Discuss options with ultimate agreement for the independent Appraiser <p>Employees children at school/workplace</p> <ul style="list-style-type: none"> ● General discussion amongst all Trustees was held in relation to Teachers/staff potentially having children at their place of work for extenuating / emergency circumstances. Trustees provided important & various context to the discussion item including understanding the various forms of ‘leave provisions’ (sick, domestic, discretionary, bereavement etc) available under the Collective & how these are currently used/decided. ● It was agreed that this item be carried forward to the subsequent meeting in March to enable all Trustees to gain further information on the subject from sources such as; MOE, NZSTA, Other schools’ policy etc. <p>2021 Meeting calendar</p> <p>The Chair provided a brief overview that a monthly reporting schedule/timetable was underway in conjunction with the external Accountants that would ensure regular, accurate & timely information getting to the full BOT.</p> <ul style="list-style-type: none"> ● This will be distributed to the full BOT in the following meetings Board packs. ● An outcome of this was that a monthly meeting would be scheduled throughout 2021. ● Whilst this will lead to an increase in the number of meetings to be held compared to prior years it is envisaged that the meetings would become more efficient (60-90mins max) & if any business is outstanding at the end of the meeting would be carried forward to the next meeting. ● It is understandable that maybe not all Trustees can make each meeting but having the opportunity to “Zoom” in remotely may assist and that each meeting would only need a quorum to proceed. ● This will also be able to eliminate the numerous ‘out of cycle’ (between meetings) emails that were evident during 2020. ● A desired focus / outcome was also sought by the Chair for the meetings to be more ‘forward looking’ rather than the rear vision mirror but as the Principal noted still very important to have the visibility of what was occurring since the prior meeting as ‘Matters for Information’. 	<p>Linda</p> <p>Linda</p>
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| | <ul style="list-style-type: none">• Trustees were encouraged to raise any questions with the authors of the various Board papers as early as possible & ideally pre the Board meeting to ensure the efficiencies can be delivered. | |
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At the conclusion of the meeting Trustees were thanked for their attendance & the meeting was called to a close by the Chair at 8.05pm.

Confirmed _____