

School Board of Trustees Meeting – 6 August 2020 6:00pm

<p>1. Meeting Start: Meeting started at 6:00pm with opening prayer.</p> <p>1.1 Attendance and apologies Shane Murray (Chair and Proprietors Rep), Tim De Vries (Acting Principal), Judy Anne Sumbly (Staff Rep), Geoffrey Paynter (Proprietors Rep), Keith Vette (Parent Rep, elected), Clare Curtis (Parent Rep, elected), Pilgrim Overcomer (Parent Rep, Elected), Emma Fifita (Parent Rep, Appointed) and Andrew Murray (LSM).</p> <p>1.2 Declaration of Interests: Declaration of Interests were handed to Geoff, Emma and Tim.</p>	<p>Action Points</p>
<p>2. Curriculum and Student Learning Update SENCO report – <u>Term 3 2020</u> As of early in Term 3, there are no issues to date. Judy Anne will collaborate with other SENCO reps in the region. Mention was made of recognition by the Government giving extra support by provision of LSCs (Learning Support Co-ordinators) to assist existing SENCOS.</p>	
<p>3. Meeting Administration</p> <p>3.1 Confirmation of Minutes Previous Minutes – <u>June 2020</u> <i>Motion: Shane moved the minutes of the previous meeting be accepted as a true and accurate record. Motion carried.</i></p> <p>3.2 Matters arising from the previous minutes – <u>BOT Action List</u></p> <ul style="list-style-type: none"> • Exit surveys have been completed. Due to issues of confidentiality, it was noted that the Exit Survey needs to be updated. Tim will follow up. • Parts A & B have been linked to Action Plan • School Gate options will be forwarded to the Proprietors—Shane <p>3.3 Correspondence – <u>BOT Correspondence log – August 2020</u></p> <ul style="list-style-type: none"> • Resignation Letter from Steve Matthews • TBC Trust report • Letter of Understanding between TBCS and NZCA • Email from the Proprietors confirming Geoff’s reappointment as Proprietors Rep. Geoff re-iterated the need for anything semi-official to be forwarded to him (see 8.5 below). Need for a paper trail. Andrew also indicated that due to confidentiality issues, the original of the Resignation Letter from Steve remains with him. 	<p>Tim re Exit Survey</p> <p>Shane</p>
<p>4. Board Strategic Matters Strategic Plan and Annual Improvement Plan Shane lead a discussion time regarding the Strategic Plan and Annual Improvement Plan. Mention was made of some negative aspects (e.g. limited curriculum, children leaving) but it was noted with honest conversations and the right vision/mission plan, things could improve quickly. Some time was given to listing a “dreams” in relation to the Strategic Plan. Shane took note of the ideas with the plan to categorise the them before submitting them to the Board for input. Community consultation was necessary before the revised Strategic Plan could be implemented. It was noted that there are members of the School community who wish to interact with Tim and Andrew. Progress against annual improvement plan reported on in Principals Report.</p>	<p>Shane to summarise ideas presented at the next meeting.</p>

<p>5. Regular Review/Monitoring and reporting</p> <p>5.1 Principal's Report – <u>3 August 2020</u> Before Tim presented the Principal's Report, he mentioned several upcoming events: Maori Consultation Evening (Aug 11th), Kapa Haka will be held every Monday afternoon, FOS (Friends of School) Morning Tea with Tim (Aug 17th), Week 7 Celebration Evening and a Disco. This gives the school community many opportunities to be involved. The Principal's Report included a review of the Curriculum Plan for the next 3 years, an item from the Finance sub-committee with an approval for the Audit Fee. There had been a query regarding the Audit Fee due to the figure being higher than budgeted amount even though it was the same as the previous year. The budget will be revised.</p> <p>5.2 Board Update to community – work plan item Due to the number of Board meetings being reduced from 10 to 8 meetings a year, the Work Plan has been updated and the Board members will review again before the plan is adopted at the next meeting.</p> <p>5.3 Finance Update – summary review incorporated into Principal's Report, detailed papers below attached</p> <ul style="list-style-type: none"> • <u>Financial Statements – June 2020</u> • <u>TCBS 2020 Budget</u> • Audit fees wrongly budgeted – <u>Engagement letter analysis</u> • Curriculum project funding <p>As mentioned in 5.1, the Audit Fees had been wrongly budgeted. This will be revised and amended. Andrew noted that in the Curriculum project funding, four budget codes were being underutilised. He suggested the monies in these codes be used for other areas.</p>	<p>All BoT to review Work Plan</p>
<p>6. New/emergent review Nothing to report.</p>	
<p>7. Standing Items</p> <p>7.1 Risk Register Before each meeting, there will be a review for potential risk areas. There was a brief discussion regarding DR funding. It appears there are 2 different budgets that have been approved but are not compatible. This issue will be reviewed and resolved in the next meeting. Due to Emma being a new Board member, a very brief explanation of the DR funding was given. Geoff said the apparent conflict is more about the wording on the School budget in regard to Reserves.</p> <p>7.2 LSM Update – Principal and curriculum project outcome</p> <ul style="list-style-type: none"> • Principal's position has been advertised with some interest already being expressed. Andrew and Shane will whittle list down to a list of candidates to be interviewed. • Special character of the school will be noted. • The BoT members will be involved in the final interview process. • All applications are confidential. 	<p>Tim and Finance Team</p>

<p>8. Board Governance and Process</p> <p>8.1 Overview of different Governance models Currently School Docs is being used but the NZSTA governance model has been suggested. Final decision to be made after appointment of the new principal who will have input in the decision.</p> <p>8.2 Board work plan review BoT Workplan 2020_(see above)</p> <p>8.3 Board Policies for review before next meeting;</p> <ul style="list-style-type: none"> • Responsibilities of the Principal • Disciplinary Process in Relation to the Principal • Principal Professional Expenses • Reporting to the Board • Trustee Remuneration and Expenses <p>8.4 Board Trustee vacancies – Marijke and Geoff Emma has replaced Marijke and Geoff has resumed his role as Proprietors Rep. Shane and Emma have not been taken through induction process. Shane asked Andrew to do this on behalf of the Board.</p> <p>8.5 Secretary role update BoT appointed Geoff to the role of Secretary of the BoT so BoT Secretary contract will be sent to Geoff. Minutes of each meeting to be recorded and then transcribed by CarolAnne Paynter-Curran who will be remunerated for her time.</p>	<p>All BoT to review via School Docs</p> <p>Andrew</p> <p>Andrew</p>
<p>9. General Business</p> <ul style="list-style-type: none"> • The recent FOS meeting visited the possibility of buying the rented container used to store the books for the BookARama. It was noted that any monies raised by the FOS was not included in the School budget. Some discussion was had regarding the potential of funding from the DR fund. The FOS budget will be examined at the next Board meeting. Geoff to see if purchase option still available (and conditions). • Acknowledgement of Steve Matthew’s time at TBCS. This will be discussed in committee. 	<p>Geoff to check on container payment options.</p>
<p>10. Preparation for next meeting</p> <p>10.1 Confirmed date – 17/09/2020</p> <p>10.2 & 10.3</p> <p>Work plan items are:</p> <ul style="list-style-type: none"> • Principal to do HR checklist • Curriculum Review – Health and Physical Education • Principal Report on Reporting to Parents Survey • Principal to complete Term 2 and 3 Compliance Checklist • Strategic Plan review <p>10.4 Comments on meeting procedure and outcomes — No issues.</p>	
<p>The Board then went into committee to discuss confidential staff matters. Clare excused herself.</p>	
<p>Meeting closed at 9:15pm.</p>	

Adopted as a true and accurate record by the BoT at a formal meeting on _____ (Date)

_____ (Chair’s Signature)