

School Board of Trustees Meeting – 17th September 2020 6:00pm

Meeting Start

Meeting started at 6:00pm with opening prayer.

- 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), Pilgrim Overcomer (Parent Rep, Elected), Emma Fifita (Parent Rep, Appointed) and Andrew Murray (LSM).

Apologies

Clare Curtis (Parent Rep, elected)

- Declaration of Interests
A conflict of interest form was handed to Tim, Emma completed hers, follow-up is needed for Clare.
- Congratulations to Tim re his success regarding his application of the role of Principal.

Meeting Administration

- Confirmation of Minutes Previous Minutes – August 2020
Motion: Keith moved the minutes of the previous meeting be accepted as a true and accurate record. Seconded by Judy. Motion carried.
- Matters arising from the previous minutes – BOT Action List
 - a) Steve has indicated he would prefer Mitre 10 gift vouchers as a parting gift. Due to Steve's illness, an acknowledgement of his time at TBCS has been postponed with a new date to be announced.
 - b) Tim will be officially welcomed as the new Principal of TBCS at the beginning of Term 4 (Oct 12th). Invitations will be sent out to the school community, Tasman Bible Church proprietors chair and other guests. Local newspaper will also be invited. Tim and another BOT member will oversee.
 - c) Tim spoke to an action point from the August Meeting. He would prefer to use NZSTA template for governance policies and School Docs for school procedures.
Motion: Shane moved that the NZSTA template be used for Governance policies and School Docs be retained TBCS Procedures. The transition period will be until the end of the year. Seconded by Keith. Motion carried.
 - d) Exit Survey still in progress and the Gate options are still with the Proprietors. Shane to check on this.
 - e) A summary of the Mission and Vision ideas will be presented to the school community for consultation next term (Term 4).
 - f) Meeting dates for the remainder of the school year were finalised (Nov. 12th and Dec. 10th)
 - g) Geoff got a quote for the container used to store books for the BookARama (\$4800 + GST).
Motion: Geoff moved that the purchase of the container be considered in the 2021 budget next year. Seconded by Shane. Motion carried.
 - h) Tim was due to present a Draft Budget at the Nov 12th meeting but in light of Tim's workload at present, this be postponed until the Dec 10th meeting. Workplan adjusted accordingly.
 - i) Some discussion was had regarding the best way to distribute BoT electronic materials and where to store previous public minutes for easy BoT access. It was decided that general meeting minutes will be stored in the BoT section on the TBCS website and in hard copy form. All "in-committee" meeting minutes will be kept in hard copy form, placed in a book and put in locked storage at the school.
- Correspondence – BOT Correspondence log – September 2020
 - a) Board Honorarium Rates—Shane/Susie
Currently the Chair of the BoT is being paid \$75/meeting and BoT members \$40/meeting. Due to financial constraints BoT members are receiving less than the maximum allowance. The Finance Committee will review this to see if the current payment for BoT members can be lifted. If not, all payments will be reviewed in the 2021 Budget.
 - b) MoE Letter of 4 August re DR Transport
Geoff responded to the MoE DR letter on behalf of the BoT. Geoff was concerned that the MoE's H&S requirements regarding buses went well beyond governance responsibilities of the BoT members.

- c) AIS Conference Report: Geoff tabled a report on the AIS conference.
- d) APIS Letter re enrolment process
- e) Education and Training Act 2020 now in effect
- f) Annual Report and Auditors' Report

Motion: Shane moved that the Annual Report and the Auditor's Report received be made public. Seconded by Judy Anne. Motion carried.

Board Strategic Matters

- Preference and non-Preference enrolment criteria.
All enrolment criteria need to be available for public perusal on the TBCS website as well as information re School Attendance Dues, Donations, Camps etc. It was noted that a draft Enrolment Process policy has been sent to the Principal for review and needs to be on the school's website by November.
Motion: Geoff moved that the draft preference/non-preference Enrolment Policy presented be formally adopted and posted to the school's website. Seconded by Pilgrim. Motion carried.
- Board Training
Some discussion was had regarding Board Training. Andrew suggested that Student Achievement, Strategic Planning and Succession Planning were the top 3 topics. It was decided that the BoT members would attend a training session at Shane's house on Nov 5th at 7pm. The training session, to be organised by Andrew, will focus on Student Achievement.
- School Promotions
Tim presented some ideas regarding future school promotions. In light of the proposed new Mission/Vision statement and curriculum development, he suggested that possible school logos be presented for community consultation. It was noted there is a Marketing budget available.
- Work plan items
Strategic Plan for 2021-23, AIP Report 2020. Tim noted that he has begun working on the SP and AIP reports but stated additional information is needed for completion. It was decided it was unrealistic to expect an AIP completed report before early next year but Tim will have a draft in place by December. In relation to the SP report, Tim stated he is working on a Develop/Embed/Review concept for curriculum development.
- Principal to do HR checklist and complete Term 2 and 3 Compliance Checklist

Regular Review/Monitoring and reporting

- Principal's Report—August 2020
Tim reported that the Edge program is currently being used for Student Achievement/Management. He suggested that new program (Hero) be adopted due to it being more user friendly. He has had previous contacts with the company and was able to get the start-up fee (\$1500) waived if he was to implement the Hero program. A question was asked regarding historic data being migrated to the new program. Tim assured the Board it would be. The new program will be implemented at the start of the next school year.
- Progress against annual improvement plan (see above)
- DR Donations toward BoT Funded Teacher have been received.

Standing Items

LSM Update – Principal and curriculum.
After appointment of new Principal, focus is now on staffing and organisation for the 2021 school year. It is public knowledge that there will only be 2 classrooms in 2021. Andrew and Tim are waiting for the 2021 staffing entitlement information that MoE will make available in October. Once this information has come to hand, a decision regarding staffing for 2021 will be announced sometime in Term 4. An advert for a fulltime position for 2021 has been placed in The Gazette by Tim.

The Board went into committee to consider confidential staff and school matters. Meeting closed at 8:35pm.

Signed as a true and accurate record by: _____ (Chair)

Date: _____