

CANNONS CREEK BOARD OF TRUSTEES
MEETING AGENDA: Wednesday 16 August 2017 at 5.30pm

Item	Documentation	Approx time
<p>1. Administration</p> <ul style="list-style-type: none"> • Present • Apologies • Declaration of interests • Confirmation of minutes: ensure action points have been completed or are on the agenda 	<p>Conflict of interest policy</p>	<p>10 mins</p>
<p>2. Strategic</p> <ul style="list-style-type: none"> • Any strategic decisions to be made <ul style="list-style-type: none"> • ERO will be back to complete our review on Monday 4 September. • Any strategic discussions <ul style="list-style-type: none"> • Governance Framework Manual ready for distribution 	<p>Background information with recommendations and wording of any resolutions</p>	<p>20 – 30 minutes</p>
<p>3. Monitoring</p> <ul style="list-style-type: none"> • Progress in relation to annual plan • Data reporting or presentations <ul style="list-style-type: none"> • 6 year observation survey. Explanation of the test and presentation of data • Curriculum Team reporting <ul style="list-style-type: none"> • The Senior School – School Camp presentation • Community Engagement <ul style="list-style-type: none"> • Report on events that have happened and what has happened since our June meeting • Financial reporting <ul style="list-style-type: none"> • June and July Accounts • Asset Register 	<p>Reporting from Principal (or board members/staff with responsibilities for specific areas)</p>	<p>60 minutes</p>

<ul style="list-style-type: none"> • Property reporting <ul style="list-style-type: none"> • Blinds for C, and A Blocks • Shade • Irrigation System • Health and Safety <ul style="list-style-type: none"> • Road Safety – Front Gate • Personnel Reporting <ul style="list-style-type: none"> • Table 1 July Return • Staffing • Staff Professional Development 		
<p>4. Correspondence</p>	<ul style="list-style-type: none"> • Tukutuku Korero 10 July 2017 • STA News July 2017 	<p><i>10 minutes</i></p>
<p>5. Urgent new items</p>		<p><i>10 minutes</i></p>
<p>6. Non Public Business</p> <ul style="list-style-type: none"> • Staffing • DP Appraisal • Teacher Appraisal • Principal's Sick Leave 		
<p>7. Next meeting</p> <ul style="list-style-type: none"> • Confirmation of time and place • Checking and updating of Workplan • Identification of agenda items • Review of effectiveness of meeting: <ul style="list-style-type: none"> - Did we achieve our objectives - Did we manage the time well - Did everyone contribute - Is there anything we could do differently or better? 	<p>Board meeting policy and process</p>	<p><i>10 minutes</i></p>