

**CANNONS CREEK BOARD OF TRUSTEES**  
**MEETING AGENDA: Wednesday 21 June 2017 at 5.30pm**

Item	Documentation	Approx time
<p><b>1. Administration</b></p> <ul style="list-style-type: none"> <li>• Present</li> <li>• Apologies</li> <li>• Declaration of interests</li>   <li>• Confirmation of minutes: ensure action points have been completed or are on the agenda</li> </ul>	<p>Conflict of interest policy</p>	<p><i>10 mins</i></p>
<p><b>2. Strategic</b></p> <ul style="list-style-type: none"> <li>• Any strategic decisions to be made               <ul style="list-style-type: none"> <li>• Confirmation of the school term dates for 2018</li> </ul> </li> <li>• Any strategic discussions               <ul style="list-style-type: none"> <li>• Governance Framework Manual</li> </ul> </li> </ul>	<p>Background information with recommendations and wording of any resolutions</p>	<p><i>20 – 30 minutes</i></p>
<p><b>3. Monitoring</b></p> <ul style="list-style-type: none"> <li>• Progress in relation to annual plan</li> <li>• Data reporting or presentations               <ul style="list-style-type: none"> <li>• Reading Wedge Graphs</li> <li>• Teacher Planning and Assessment</li> </ul> </li> <li>• Curriculum Team reporting               <ul style="list-style-type: none"> <li>• Digital Technology: Uaina the team leader will present the actions and next steps for the Digital Technology Team</li> </ul> </li> <li>• Community Engagement               <ul style="list-style-type: none"> <li>• Report on events that have happened and what has happened since our May meeting</li> </ul> </li> <li>• Financial reporting               <ul style="list-style-type: none"> <li>• May Accounts</li> <li>• Audited accounts for 2016</li> <li>• Asset Register Audit</li> </ul> </li> </ul>	<p>Reporting from Principal (or board members/staff with responsibilities for specific areas)</p>	<p><i>60 minutes</i></p>

<ul style="list-style-type: none"> <li>• Property reporting <ul style="list-style-type: none"> <li>• Blinds for C, and A Blocks</li> <li>• Work Day</li> </ul> </li> <li>• Health and Safety <ul style="list-style-type: none"> <li>• Road Safety – Front Gate</li> </ul> </li> <li>• Personnel reporting <ul style="list-style-type: none"> <li>• School Roll</li> <li>• Staffing</li> <li>• Staff Professional Development</li> </ul> </li> </ul>		
<p><b>4. Correspondence</b></p>	<ul style="list-style-type: none"> <li>• Report to the Board for the year ended December 2016</li> <li>• Tuketuku Korero 15 May 2017</li> <li>• Education Gazette 29 May 2017</li> <li>• Tuketuku Korero 12 June 2017</li> <li>• STA News June 2017</li> <li>• NZSTA Annual Report 2016</li> <li>• NZSTA flyer – ‘ The Education Act has changed’</li> </ul>	<p><i>10 minutes</i></p>
<p><b>5. Urgent new Items</b></p>		<p><i>10 minutes</i></p>
<p><b>6. Non Public Business</b></p>		
<p><b>7. Next meeting</b></p> <ul style="list-style-type: none"> <li>• Confirmation of time and place</li> <li>• Checking and updating of Workplan</li> <li>• Identification of agenda items</li> <li>• Review of effectiveness of meeting: <ul style="list-style-type: none"> <li>- Did we achieve our objectives</li> <li>- Did we manage the time well</li> <li>- Did everyone contribute</li> <li>- Is there anything we could do differently or better?</li> </ul> </li> </ul>	<p>Board meeting policy and process</p>	<p><i>10 minutes</i></p>