

CANNONS CREEK BOARD OF TRUSTEES  
MINUTES OF MEETING DATED 21 MARCH 2018 AT 5.30PM

<i>Item</i>	<i>Documentation</i>	
<b>1. Administration</b>		
1.1 Present	Ruth, Fereni, Margaret, Ken, Carole Murray-Brown (nzsta), Faliu, Casandra, Willie, Hunia (teacher), Uaina (teacher), Zarina	
1.2 Apologies		
1.3 Election of the Chairperson	Margaret was elected as the chairperson by Faliu and seconded by Casandra. The vote was carried unanimously.	
1.4 Declaration of Interests		
1.5 Board Vacancies	A by-election has been planned to fill two vacancies (Rangi and Luisa have resigned as parent electors). Nominations will close on the 4 <sup>th</sup> of May and the parent election will be held on the 1 <sup>st</sup> of June <i>Moved: Willie Seconded: Faliu Unanimous in favour</i>	
1.6 Board Meetings (Dates/Times)	Week 3 and week 8 of each term on Wednesday at 5:30pm	
1.7 Confirmation of Minutes: Ensure action points have been completed or are on the agenda	<i>Previous minutes ratified Moved: Margaret Seconded: Willie</i>	
<b>2. Strategic</b>		
2.1 Any strategy decisions to be made:		
<ul style="list-style-type: none"> <li>● School Charter 2018-2020 tabled for discuss. This includes the Strategic Plan, Annual Plan and Targets;</li> </ul>	There haven't been any changes made to the annual plan or strategic plan, except the strategic plan now includes an "inclusion" section which is part of the school curriculum document. The annual and strategic plan will be reviewed at the end of each term. There are no more National Standards. Therefore, the school has placed an overall target on literacy and math, with specific targets in reading, math and health. The reading and math targets will be kept the same as	

	<p>the previous national standards. Physical fitness and leading a healthy lifestyle will be weaved into the inquiry work in the class as well eg. Learning about the winter Olympics and commonwealth games while working alongside Project energise, Ole soccer etc.</p> <p><i>Annual plan adopted: Faliu Secoded: Margaret</i></p>	
<ul style="list-style-type: none"> <li>Analysis of Variance 2017 is tabled tonight. (Both these documents are due to the MOE on Friday 23 March 2018).</li> </ul>	Ruth tabled the Analysis of Variance. This analyses the actual versus targets for example staffing, finance and health and safety. The analysis provides reasons for the variance	
	<i>Carole left the meeting at 6:30pm</i>	
<b>Monitoring</b>		
<p>Progress in relation to annual plan</p> <ul style="list-style-type: none"> <li>Tabled tonight for discussion</li> </ul>		
Data reporting or presentations		
<p>Curriculum Team reporting</p> <ul style="list-style-type: none"> <li>No Curriculum Team report this month</li> </ul>		
<p>Community Engagement</p> <ul style="list-style-type: none"> <li>Report on events that have happened so far this term.</li> </ul>	<p>Hunia and Uaina discussed their plans for the Noho Marae trip. On Tuesday the 27<sup>th</sup> of March the whole school will attend the day trip to the Marae. Hunia tabled the itinerary for the trip. The students in Rooms 6 and 7 will be staying the night at the Marae. The Te Pahi local community bus has been funded to and from the Marae, however we are still looking for transport for the special needs children not attending the sleepover (except S'varn who's mum will be with him. 9 parent helpers will be staying overnight at the Marae. At present 30 permission slips out of 61 children have been received. Total of the money raised at the fundraisers for the seniors was \$205. Some of this will go towards the donation to the Marae. The donation will be approximately \$200. The sum of the donation will be split into thirds by the Junior, Middle and Senior syndicate. The rest of the fundraising money will go towards food. Some</p>	

	resources from breakfast club will be used. We have also asked parents to contribute to the food. <i>Hunia and Uaina left meeting at 5:40pm</i>	
Financial reporting	Ruth tabled the report. We have used up our reserves over the last 2-3 years. In the late 2017 we had an unplanned outflow of \$30K over as a consequence of the technical management of the holiday pay during the year for non-TSG staff. Our main goal is to continue paying staff each fortnight. We needed to borrow funds to make staff salary payments. During the year the government gives us money through ORS etc. This money will go towards paying teacher aids. We also receive an additional funding of 150K due to being a decile 1 school. We are able to choose what to do with this money. However, a small portion of this money goes to paying our teacher aids. By June we need to have enough money to start paying the loan made to us by the MOE. It is predicted by the end of next year we should be growing our reserves quite healthily. The following ideas were discussed to reduce spending <ol style="list-style-type: none"> <li>1. Reduce cleaning bill</li> <li>2. Floating relievers/ Staffing arrangements</li> </ol> <p><i>That the report be received - Moved Chair - carried</i></p>	
<ul style="list-style-type: none"> <li>● Action Plan – LSM</li> </ul>		
<ul style="list-style-type: none"> <li>● November and December Accounts</li> </ul>	The Annual Accounts for 2017, including the November & December accounts will be received in March/April.	
<ul style="list-style-type: none"> <li>● January and February Accounts</li> </ul>	As the Board has not approved a 2018 budget, there are no budgets to report against.	
<ul style="list-style-type: none"> <li>● Financial Reporting Discussion</li> </ul>	More details will come at the next meeting.	
<ul style="list-style-type: none"> <li>● Budget</li> </ul>	A budget will be presented to the next meeting.	
3.6 Property Reporting	Cancelled due to funding constraints	
<ul style="list-style-type: none"> <li>● Bundled Services</li> </ul>		

Personnel reporting	The school roll is 168 and staffing is for a maximum of 173 children. When we get to a roll of 175/176 we can ask the MOE for additional funding. The school roll has increased from March 2017, therefore we shouldn't lose any funding.	
• Staffing		
Health and Safety	Staff are completing online health and safety training. Staff have attended UBRS training (physical restraint and dealing with children course). A group of teacher aides are participating in the Pasifika programmed.	
	<b>3.1 Action Item: Ruth will bring the review for the first term</b> <b>3.2 Action Item: Ruth will bring the target reading plan to the next meeting</b>	
Correspondence	Luisa resignation as parent trustee: accepted Rangi's resignation as parent trustee: accepted Alo resignation: accepted Tui's resignation as BOT secretary: accepted Thank you card from Ruth to members of BOT: accepted <i>That the correspondence in and the correspondence out be confirmed - Moved Chair, carried</i>	
Urgent new items	The Mana bus service no longer covers Sievers Crescent in their route. The service will be cancelled at the end of April. This means that many children will not have transport to come to school. Ruth will discuss this with the Porirua City Council/Mayor and Kris Fafoi, and ask what can be done to continue this service and how much it will cost.  Nits have been spotted in children's hair. At present, there is no checking of the children's hair for nits as the "Nit busters" service is no longer being provided. What has happened in the past is that the teacher is informed about which child has nits and will give them the nit busters pack which can be found in the medical bay.  There has been an update of plans for the gate at the front of the school office. The plan is to move the gate closer to the pedestrian crossing and make it look more presentable. This is estimated to cost about 30K. No budget has been set aside for this. To request funding from the MOE for this project the school will	

	<p>need to do some planning and preparation work as we do not have the fund currently to do this propagation work.</p> <p><i>Ken left the meeting at 7:15pm</i></p>	
<b>Non Public Business</b>		
Finance Discussion		
<b>Next Meeting</b>		
Confirmation of time and place	<p>Meeting closed at 7:25pm</p> <p><b>Next meeting will be held at 5:30pm in the staff room in Wednesday the 16<sup>th</sup> of May 2018</b></p>	
Review of Work plan		
Identification of agenda items		
Review of effectiveness of meeting:		
<ul style="list-style-type: none"> <li>● Did we achieve our objectives?</li> </ul>		
<ul style="list-style-type: none"> <li>● Did we manage the time well?</li> </ul>		
<ul style="list-style-type: none"> <li>● Did everyone contribute?</li> </ul>		
<ul style="list-style-type: none"> <li>● Is there anything we could do differently or better?</li> </ul>		
	<b><i>7.2 Action item: Ruth will bring in the review work plan to the next meeting</i></b>	