

CANNONS CREEK BOARD OF TRUSTEES
MEETING MINUTES: 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 <ul style="list-style-type: none"> • Confirmation of minutes: ensure action points have been completed or are on the agenda 	<p>Ruth, Luisa, Fereni, Margaret, Casandra, Faliu, Hunia and Tui Willie and Rangī</p> <p>Senior Syndicate EOTC presented to BOT –Documentation on file</p> <p>Meeting started at 5.50pm</p> <p>All agreed that Ruth will chair meeting</p> <p>Kerrin’s resignation letter tabled</p> <p>School Trustee’s PD evaluation – Ruth has heard from NZSTA; Carol Murray-Brown will be meeting with Ruth and Rangī with a proposed program.</p> <p>Governance Framework Manual handed out to those present needs to be read by all BOT members. Ruth has folders ready.</p> <p>Code of Conduct – Members should be in suitable attire</p> <p>Minutes Passed : Fereni Seconded: Casandra</p>	<p><i>10 mins</i></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>Final visit from ERO on the findings of last review and what we have done since then.</p> <p>Ruth read what was received from ERO</p> <p>ERO suggested to report back to BOT on Wednesday 6th, September at 11.30am. BOT suggested time to be 5:30pm Wednesday.</p> <p>Folders handed to members</p>	<p><i>20 – 30 minutes</i></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 • 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 	<p>Principal shared Term 2 review of the annual plan which was tabled</p> <p>Results will be presented at next meeting to give time to give the ERO board assurance</p> <p>Hunia presented this to BOT before the meeting started</p> <p>Only July accounts available</p> <p>Reported by Ruth</p> <p>Spoken to Lee. He will arrange with Don Jamieson architect to draw up preliminary drawings. Rachel from Partner’s Porirua has talked to the Council about what’s happening behind the shops and that the</p>	<p><i>60 minutes</i></p>

<ul style="list-style-type: none"> Personnel Reporting <ul style="list-style-type: none"> Table 1 July Return Staffing Staff Professional Development 	<p>school might become part of that so money might be available to help with what to do with the front gate.</p> <p>Certain Teachers and Teacher Aide have attended different workshops</p> <p>Ruth requested that her report be passed: Ruth Seconded: Faliu</p>							
<p>4. Correspondence</p>	<ul style="list-style-type: none"> Tuketuku Korero 10 July 2017 STA News July 2017 NZSTA Professional Development for all Trustees Letter from Kerrin <p>Moved by Fereni Seconded by Luisa</p>	<p>10 minutes</p>						
<p>5. Urgent new items</p>	<p>Faliu showed WEB page</p>	<p>10 minutes</p>						
<p>6. Non Public Business</p> <ul style="list-style-type: none"> Staffing DP Appraisal Teacher Appraisal Principal's Sick Leave 	<p><i>The Board to resolve to move that the public be excluded from this section of the meeting, the reason for passing this resolution, under Section 48(1) of the Local Government Official Information and Meetings Act 1987 are as follows;</i></p> <table border="1" data-bbox="1117 959 1933 1391"> <thead> <tr> <th data-bbox="1117 959 1296 1214"><u>General subject to each matter be considered</u></th> <th data-bbox="1296 959 1646 1214"><u>Reason for passing this resolution in relation to each matter</u></th> <th data-bbox="1646 959 1933 1214"><u>Grounds under Section 48(1) for the passing of this resolution</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1117 1214 1296 1391">Staff Matters Non Public Minutes</td> <td data-bbox="1296 1214 1646 1391">To protect the privacy of natural persons, including that of deceased natural persons 58(2)(a)</td> <td data-bbox="1646 1214 1933 1391">The public conduct of the relevant part of the proceedings would be likely to result in a disclosure</td> </tr> </tbody> </table>	<u>General subject to each matter be considered</u>	<u>Reason for passing this resolution in relation to each matter</u>	<u>Grounds under Section 48(1) for the passing of this resolution</u>	Staff Matters Non Public Minutes	To protect the privacy of natural persons, including that of deceased natural persons 58(2)(a)	The public conduct of the relevant part of the proceedings would be likely to result in a disclosure	
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		<p><i>To enable the Board Of Trustees to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations). S7(2)(i)</i></p>	<p><i>of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987</i></p>	
<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>Leave application</p>	<p><i>This resolution is made in reliance of Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole of the relevant part of the proceedings of the meeting in public as specified above.</i></p>	<p>Wednesday, 13th September 2017 @ 5.30pm</p> <p>The Board completed the Board Assurance Statement for ERO Check all emergency equipment are useable</p> <p>Faliu moved to continue meeting for another fifteen minutes Seconded: Casandra</p> <p>Faliu asked for the Education Act update for next meeting Meeting closed at 7:53pm</p>	<p>10 minutes</p>