

CANNONS CREEK BOARD OF TRUSTEES MEETING MINUTES: Wednesday 22 February 2017

<p>1. Administration</p> <p>1.1 Present</p> <p>1.2 Apologies</p> <p>1.3 Declaration of interests</p> <p>1.4 Confirmation of minutes: ensure action points have been completed or are on the agenda</p>	<p>Ruth, Rangī, Fereni, Margaret, Casandra, Luisa, Faliu, Moana (NZSTA), Alison Hayes (<i>Secretary</i>) Kerrin</p> <p>Faliu noted that she was incorrect to amend the draft minutes from the last meeting. She apologised for doing this. Rangī reminded the board that corrections should come to the meeting where people can confirm/ deny.</p> <p>Ruth talked through the Practising Teacher Criteria document and how teachers use it as an ongoing journal and record of how they meet the various criteria. At the end of three years Ruth then assesses whether they have met the Criteria. Teachers have to keep a record of Professional Development and also their Spiral of Inquiry (focus work on Target Students).</p> <p>Faliu has requested to see the Criteria for which Principals are appraised. Ruth will email out the standard Principal Appraisal document from the Ministry website.</p> <p>The NZSTA representative (Moana) will send out the link to the Personnel policy (NAG)</p> <p>Board of Trustee PLD Survey to be completed by each Board of Trustee member.</p> <p>Link to be sent out by Moana.</p> <p><i>Previous minutes moved: Faliu Seconded: Fereni</i></p>	<p align="center">10 mins</p>
<p>2. Strategic</p> <p>2.1 Any strategic decisions to be made</p> <ul style="list-style-type: none"> • Draft Annual Plan for 2017 for discussion • Draft Budget is tabled tonight 	<p>The Principal's Report was presented to the Board.</p> <p>Ruth talked through the Strategic Plan and Charter. Copies given out to take it home and read and come to next meeting. The Charter is not up for renewal as was renewed last year.</p> <p>Due to Ministry by March 1st. Currently under completion. Ruth mentioned that there are several Strategic Planning areas, headed up by a team leader. Under each area as a plan for the year (goals and aims). Draft copies given to the Board to look at. Any amendments to be discussed at the next meeting.</p> <p>The Budget Summary for 2017 was discussed. Faliu questioned the missing amount under ORRS Resources and Teaching Resources General (for the Proposed Budget 2017). Ruth will check the figure for it (there is another more detailed sheet which she discussed).</p>	<p align="center">20-30 mins</p>

<ul style="list-style-type: none"> Principal's/Staff Appraisal Contract 2017 <p>2.2 Any strategic discussions</p> <ul style="list-style-type: none"> Review, update and confirm the BOT Triennial Workplan 	<p>Ruth has requested that the quote from Brian Gwilliam for appraisals for not only the Principal and the Deputy Principal, but also the Classroom Teachers (in Term 2), be accepted. An objection about the impartiality of the Principal's appraiser was raised by Faliu. However, as the majority voted in favour of the proposal, the proposal was accepted.</p> <p><i>Moved:Ruth Secoded:Rangi</i></p> <p>The updated BOT three year work plan was viewed by the Board. No comments were noted.</p>	
<p>3. Monitoring</p> <p>3.1 Progress in relation to annual plan</p> <ul style="list-style-type: none"> Preparation of the Annual Plan for 2017 <p>3.2 Data reporting or presentations</p> <ul style="list-style-type: none"> Data for National Standards for 2016 and AoV <p>3.3 Curriculum Team reporting</p> <ul style="list-style-type: none"> Curriculum Actions teams for 2017 <p>3.4 Community Engagement</p> <ul style="list-style-type: none"> Report on events that have happened so far this term <p>3.5 Financial Reporting</p> <ul style="list-style-type: none"> December accounts/Financial Statements <p>3.6 Property Reporting</p> <ul style="list-style-type: none"> First Five CARE signs <p>3.7 Health and Safety Reporting</p> <ul style="list-style-type: none"> Identification of hazards 	<p>Ruth presented the OTJ's for 2016 showing the results for Reading , Writing and Maths. It also showed the breakdowns by Ethnicity, Gender and Year Level. Ruth explained how the data is used to set targets and priorities for 2017.</p>	

	<p><u>General subject to each matter be considered</u></p>	<p><u>Reason for passing this resolution in relation to each matter</u></p>	<p><u>Grounds under Section 48(1) for the passing of this resolution</u></p>	
	<p>Staff Matters Non Public Minutes</p>	<p>To protect the privacy of natural persons, including that of deceased natural persons S8(2)(a) To enable the Board Of Trustees to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations). S7(2)(i)</p>	<p>The public conduct of the relevant part of the proceedings would be likely to result in a disclosure 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</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>Meeting closed at 7.40pm</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>Next meeting Wednesday 22 March 2017 at 5.30pm in Staffroom</p>			<p>10 mins</p>