	CANNONS CREEK BOARD OF TRUSTEES MEETING MINUTES: Wednesday 22 February 2017					
1.1 1.2 1.3	Administration Present Apologies Declaration of interests	Ruth, Rangi, Fereni, Margaret, Casandra, Luisa, Faliu, Moana (NZSTA), Alison Hayes (Secretary) Kerrin	10 mins			
1.4	Confirmation of minutes: ensure action points have been completed or are on the agenda	Faliu noted that she was incorrect to amend the draft minutes from the last meeting. She apologised for doing this. Rangi reminded the board that corrections should come to the meeting where people can confirm/ deny.				
		Ruth talked through the Practicing 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).				
		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.	:			
		The NZSTA representative (Moana) will send out the link to the Personnel policy (NAG)				
		Board of Trustee PLD Survey to be completed by each Board of Trustee member.				
		Link to be sent out by Moana.				
		Previous minutes moved: Faliu Seconded: Fereni				
	2. Strategic Any strategic decisions to be made	The Principal's Report was presented to the Board.	20–30 mins			
Z.I Ally		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.				
•	Draft Annual Plan for 2017 for discussion	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.				
•	Draft Budget is tabled tonight	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).				

Principal's/Staff Appraisal Contract 2017	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.	
2.2 Any strategic discussions	Moved:Ruth Seconded:Rangi	
Review, update and confirm the BOT Triennial Workplan	The updated BOT three year work plan was viewed by the Board. No comments were noted.	
Monitoring		
Progress in relation to annual plan Preparation of the Annual Plan for 2017		
Data reporting or presentations Data for National Standards for 2016 and AoV	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	
Curriculum Team reporting Curriculum Actions teams for 2017	priorities for 2017.	
Community Engagement Report on events that have happened so far this term		
Financial Reporting December accounts/Financial Statements		
Property Reporting First Five CARE signs		
Health and Safety Reporting Identification of hazards		
	2.2 Any strategic discussions Review, update and confirm the BOT Triennial Workplan Monitoring Progress in relation to annual plan Preparation of the Annual Plan for 2017 Data reporting or presentations Data for National Standards for 2016 and AoV Curriculum Team reporting Curriculum Actions teams for 2017 Community Engagement Report on events that have happened so far this term Financial Reporting December accounts/Financial Statements Property Reporting First Five CARE signs Health and Safety Reporting	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. Moved:Ruth Seconded:Rangi Triennial Workplan Monitoring Progress in relation to annual plan Preparation of the Annual Plan for 2017 Data reporting or presentations Data for National Standards for 2016 and AOV Curriculum Team reporting Curriculum Team reporting Curriculum Actions teams for 2017 Community Engagement Report on events that have happened so far this term Financial Reporting First Five CARE signs Health and Safety Reporting Health and Safety Reporting Health and Safety Reporting

3.8	Personnel reporting Teacher Vacancy	The permanent teaching position has been advertised and closes on Friday. Rachel Kerse has been employed to cover Room 8 until a new appointment is made.	
•	Student Teachers	Ruth moved that the Principal's Report be accepted Seconded: Rangi	
4.	Correspondence 4.1 Ministry of Education	 Education Gazette 21 November 2016 Tukutuku Korero 5 December 2016 Education Gazette 30 January 2017 Tukutuku Korero 13 February 2017 Application for Approval in Principle to enter in a Lease Agreement with First Five Inc Memorandum of Understanding with First Five Inc Deed of Lease between Board and First Five Inc Letter to Board Chair to inform of the finalising of the Property Occupancy Agreement with First Five 1 February 	10 mins
	4.2 NZSTA 4.3 Inward - other	 Advice of Annual General Meeting 15 July 2017 Draft Financial reports 31 December 2017 Letter to Principal congratulating the Porirua East CoL for receiving endorsement of their achievement challenges 	
	Urgent new items	 Ruth presented Advice of Support Staff Paid Union meetings on 16th March at Mana College starting at 9.30am and 1.30pm A student has been stood down for 2 days 	10 mins
6. •	Non Public Business Staff Leave Complaint Discretionary leave application	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;	

	Reason for passing this resolution in relation to each matter General subject to each matter be considered Reason for passing this resolution Grounds under Section 48(1) for the passing of this resolution	
	Staff Matters Non Public Minutes 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) 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	
	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. Meeting closed at 7.40pm	
 7. Next meeting Confirmation of time and place Checking and updating of Workplan Identification of agenda items Review of effectiveness of meeting: Did we achieve our objectives Did we manage the time well Did everyone contribute Is there anything we could do differently or better? 	Next meeting Wednesday 22 March 2017 at 5.30pm in Staffroom	10 mins