

**CANNONS CREEK BOARD OF TRUSTEES**

**MEETING MINUTES: Wednesday 22 March 2017 at 5.30pm**

Item	Documentation	Approx time
<ul style="list-style-type: none"> <li>• <b>Administration</b></li> <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>   <li>• Confirm the Chairperson</li> </ul>	<p>Ruth, Faliu, Fereni, Casandra, Luisa, Willie, Rangī, Kerrin, Abby Margaret</p> <p>Ruth welcomed Willie to the meeting tonight. The criteria for which Principals are appraised provided by Ruth. Link was not sent out by Moana for people to complete the survey. ORRs Resources was incorrect on Budget Summary so has been corrected. Confirmation of budget will be deferred until the next meeting. Ruth and Kerrin will meet with Murray from CES to confirm budget.</p> <p><i>Moved: Rangī                      Seconded: Faliu</i></p> <p>Ruth moved that Rangī be confirmed as the Chairperson for 2017. There were four members that agreed and one that did not. The motion was carried and Rangī confirmed as the Chairperson for 2017.</p>	<p align="center">10 mins</p>
<ul style="list-style-type: none"> <li>• <b>Strategic</b></li> <li>• Any strategic decisions to be made</li> <li>• Personnel Policy</li>   <li>• Legal Compliance Policy</li> </ul>	<p>Background information with recommendations and wording of any resolutions</p> <ul style="list-style-type: none"> <li>* Casandra asked that Pasifika be added in the wording of the Personnel policy.</li>   <li>* It is Ruth's role to ensure that the school complies with all legal requirements. This includes attendance and enrolments. Maintenance of records is also a legal requirement as is the destroying of documentation. Information about stand-downs must also be entered into Enrol.</li>   <li>* Ruth would like to make up a Governance Framework for all to access. Faliu would like staff to have access to policies so Ruth will put these into Google Docs.</li> </ul>	<p align="center">20 – 30 minutes</p>

<ul style="list-style-type: none"> <li>Any strategic discussions</li> <li>Review and discussion on the Annual Plan tabled at the February Meeting</li> </ul>		
<ul style="list-style-type: none"> <li><b>Monitoring – Principal’s Report</b></li> </ul> <p>Progress in relation to annual plan</p> <ul style="list-style-type: none"> <li>Presentation of AoV for 2016</li> </ul> <ul style="list-style-type: none"> <li>Data reporting or presentations</li> <li>Community Engagement</li> <li>Report on events that have happened since the last meeting</li> </ul> <p>Financial reporting</p> <ul style="list-style-type: none"> <li>January/February Accounts/Financial Statements</li> </ul> <p>Property reporting</p> <ul style="list-style-type: none"> <li>5YA report</li> </ul>	<ul style="list-style-type: none"> <li>Ruth is required to provide information about Kiwisport . The money given is part of Operational funding.</li> <li>As part of the Annual Plan there is a requirement of providing information about Reading, Writing and Mathematics. This is documented in the Analysis of Variance with Progress Reports (in red).</li> <li>Robbie Fruean Shield will be held this term</li> <li>Gotcha Award day for all the children</li> <li>These were tabled</li> <li>There was discussion about the accuracy of the reports as we are transitioning to a new financial provider</li> <li>We are allocated funds for vandalism and as we are in a ‘severe’ area we do receive a high amount of funding. Of late our school has been badly hit but most vandalism can be claimed back. Then we also have the 5YA plan, for this the Ministry will give us \$176,141 for the next 5 years. Our Property Managers have provided a list of recommendations such as drainage, roofing etc.</li> <li>Ruth suggested a Concept plan for C block so that we start the work and do each part in stages. There has been a suggestion of a central entrance to the block. Faliu suggested that the designer of this should visit Brandon Intermediate.</li> </ul> <p><i>Faliu passed a resolution that the meeting continue for 30 minutes. Ruth seconded this.</i></p>	<p>6 0  m i n u t e s</p>

Health and Safety Reporting  
Curriculum Team Reporting

- Another child hit on the crossing

Personnel reporting

- Teacher Appointment
- Teacher Aides
- 1 March Return

\* Abby was introduced as being responsible for Health and Safety, which is a new position. She is now a permanent teacher at Cannons Creek School. A definition of Abby's role is the 'representative' as an inbetween person of staff and/or children. Mental health is important also, not just a physical danger.

\* Health and Safety Risks Identified by Staff list presented to Board members. Health and Safety Manual has a sun shade policy which was the first goal so has been updated also. Kerrin has applied for a grant for structural shade which would be wooden slats behind both B and C blocks. Stress was the second goal, which is still in process.

**Highlighted issues:**

- \* Toaster under zip: *was moved*
- \* Fleas in classrooms: *spraying has been more frequent*
- \* Broken curtains mainly in B block: *we will be getting blinds in all classrooms, including the library and Rooms 8 and 9*
- \* No staff toilet in B and C block
- \* **Hazard and Risks form:** these forms should be available in all classrooms and in office. Once the form has been filled in Abby will determine how dangerous the hazard/risk is and take all factors into consideration. The process needs to be followed so that there is a paper trail. The Health and Safety Act is now more important across all work places which includes teachers, teacher aides, children, families and visitors.
- \* Abby will be working on the Health and Safety Manual and updating procedures so that it becomes a working document, throughout this year. Abby left the meeting at 6.03pm.
- \* Ruth to contact PCC about the barrier between the road and the footpath
- \* Abby was appointed for the permanent teaching position.
- \* Tiana is now leaving at the end of this week.
- \* The 1 March Return to the Ministry is tabled tonight.

*Ruth moved that her report be accepted. Luisa seconded this.*

<ul style="list-style-type: none"> <li>Correspondence:      <b>INWARDS</b></li> </ul>	<ul style="list-style-type: none"> <li>* Tukutuku Korero 13 March</li> <li>* Property Occupancy Document 14 March 2017</li> <li>* STA 2017 Resource Manual</li> <li>* STA news Jan/Feb 2017</li> <li>* STA Conference Brochure 14-16 July</li> <li>* Increase your Board's capability flyer</li> <li>* Heart Life letter from Heart Foundation 14 March</li> </ul>	10 minutes						
<ul style="list-style-type: none"> <li><b>OUTWARDS</b></li> </ul>	<ul style="list-style-type: none"> <li>* 1 March School Return</li> <li>* Requests for result from NZSTA survey that members did so that we can have professional development relating to these. Financial information could perhaps be discussed at the same time.</li> </ul>							
<ul style="list-style-type: none"> <li><b>Urgent new items</b></li> </ul>	<p><b>CoL Report:</b> Faliu attended a meeting for the 'Oversight' group. There is a meeting on 29 March at 4.30pm in Cannons Creek School library for the CoL group. The invite for this will go out to all schools to encourage applications for the appointment of a CoL leader.</p>	10 minutes						
<p><b>Request to Destroy Documentation:</b> Kerrin was given permission to destroy outdated documentation</p>								
<ul style="list-style-type: none"> <li><b>Non Public Business</b> <ul style="list-style-type: none"> <li>Principal's appraisal review/criteria</li> <li>Complaint</li> <li>Student Stand Down</li> </ul> </li> </ul>	<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="707 963 1899 1367"> <thead> <tr> <th data-bbox="707 963 909 1222"><u>General subject to each matter be considered</u></th> <th data-bbox="916 963 1364 1222"><u>Reason for passing this resolution in relation to each matter</u></th> <th data-bbox="1370 963 1899 1222"><u>Grounds under Section 48(1) for the passing of this resolution</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="707 1227 909 1367">Staff Matters Non Public Minutes</td> <td data-bbox="916 1227 1364 1367">To protect the privacy of natural persons, including that of deceased natural persons S8(2)(a) To enable the Board Of Trustees to</td> <td data-bbox="1370 1227 1899 1367">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</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 S8(2)(a) To enable the Board Of Trustees to	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	
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		<p><i>carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations). S7(2)(i)</i></p>	<p><i>would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987</i></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>				
<ul style="list-style-type: none"> <li>• <b>Next meeting</b></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>Next Board meeting will be Wednesday 17 May 2017</p> <p>Meeting closed at 8.10pm</p>			<p>10 minutes</p>