

CANNONS CREEK BOARD OF TRUSTEES
MEETING MINUTES: Wednesday 17 May 2017 at 5.30pm

Item	Documentation	Approx time
<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, Fereni, Casandra, Luisa, Willie, Rangī, Kerrin, Margaret</p> <p>Willie was co-opted onto the Board by Fereni and seconded by Rangī</p> <p>Internal Evaluation Survey feedback, from NZSTA, was tabled.</p> <p>Ruth tabled a copy of the budget, there has been tidying up of the coding otherwise it is unchanged.</p> <p><i>Previous minutes ratified : Fereni Seconded: Casandra</i></p>	<p>10 mins</p>
<p>2. Strategic</p> <p>2.1 Any strategic decisions to be made</p> <p>2.2 Any strategic discussions</p> <ul style="list-style-type: none"> • Governance Framework Manual • Policies from the Governance Framework not already approved. 	<p>Ruth tabled a draft of the Governance Framework Manual with additions and amendments highlighted in yellow. Additions include: 'The Relationship between the Chairperson and Principal Policy'; 'Board Communication Policy'; 'Personnel Policy'; 'Communication and Engagement Policy'; 'Appointment Policy'; 'Finance Policy'; 'Property and Grounds Policy' These were distributed with the other Board documentation on Friday before the meeting and any questions can be brought to the June Board meeting when these can be approved.</p>	<p>20 – 30 minutes</p>
<p>3. Monitoring</p> <p>3.1 Progress in relation to annual plan</p> <ul style="list-style-type: none"> • Report on the Actions for Term 1 2017 <p>3.2 Data reporting or presentations</p> <ul style="list-style-type: none"> • PAT Results for Term 1 2017 are tabled for discussion tonight • DIMC Maths 	<p>An update/review of this is tabled tonight.</p> <p>The PAT Data from Term 1 testing is presented for discussion tonight. The results are disappointing but these will be used as a measure for progress after the next testing in Term 3. Board members were given their own children's Stanine scores.</p> <p>The teachers have started professional development for DIMC (a new Maths programme) this term with long sessions so they can catch up with the other schools in this area.</p>	<p>60 minutes</p>

<p>3.3 Curriculum Team reporting</p> <ul style="list-style-type: none"> Digital Technology: Uaina the team leader will present the actions and next steps for the Digital Technology Team <p>3.4 Community Engagement</p> <ul style="list-style-type: none"> Report on events that have happened and what has happened since our March meeting <p>3.5 Financial reporting</p> <ul style="list-style-type: none"> April Accounts Asset Register Audit <p>3.6 Property reporting</p> <ul style="list-style-type: none"> Blinds for C, and A Blocks Shade Cover Water Irrigation System <p>3.7 Health and Safety</p> <ul style="list-style-type: none"> Road Safety – Front Gate <p>3.8 Personnel reporting</p> <ul style="list-style-type: none"> School Roll Staffing 	<p>As Uaina was on bereavement leave today her Digital Technology presentation is deferred until another Board meeting</p> <p>The Bush Builders’ programme in conjunction with Wellington Zoo was disappointing due to the instructors not being trained therefore the sessions tended to be inadequate for our children, particularly the younger ones.</p> <p>These are tabled tonight. It is noted that our Working Capital is low due to the cost of painting the school. We will also receive \$21,000 from our 2016 banking staffing balance in our next Op Grant instalment, due to Ruth being on sabbatical and having 10 weeks of relievers credited. This has been started.</p> <p>The Board agreed that a grant application be submitted to Trust House for funding of swimming lessons and the movement programme. <i>Moved: Margaret Seconded: Willie</i></p> <p>Every child will receive free togs, goggles, swimming bag and towel this year.</p> <p>We are still waiting for MOE approval for installation of these. We now have shade cover in C block and will apply for funding for the same in B block. This will be completed in the next school holidays.</p> <p>The Board discussed this matter at length. The suggestion to move the gate seemed to be the best option. There were other suggestions such as flashing ‘SCHOOL’ and ‘WATCH FOR CHILDREN’ signs.</p> <p>The school roll is 160 today which is similar to the same time last year.</p> <p>Amanda Roberts-Pow has been appointed as a part-time teacher working 3 days a week. She works 0.3 with ORRs students and 0.3 relieving which supports Kirsty in her role of being in charge of the Special Needs children which includes applying for funding for those children requiring support. We are receiving more funding for children with severe behaviour, including LLI (Language Learning Initiative) for 5 children.</p>	
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<ul style="list-style-type: none"> Staff Professional Development 	<p>Trish McArtney has retired from her teacher aide job and we have appointed Danilo Rodriguez-Reyes, James Molnar, Faye Levanatabua and Lauagaia Pese for different periods of time during the week, to support our Colombian, severely behaved, LLI, ESOL and ORRs children.</p> <p>Kirsty's appraisal will be completed this term and all teachers in Term 3 of this year. There has been discussion regarding 'Minimising Physical Restraint' using Ministry guidelines.</p> <p><i>Principal's Report accepted: Willie Secoded: Casandra</i></p> <p>Fereni and Luisa left the meeting at 6.30pm</p>								
<p>4. Correspondence 4.1</p>	<p>Tukutuku Korero 10 April 2017 Education Gazette 1 May 2017 NZSTA Internal Evaluation Feedback Registering your Delegate to the NZSTA Annual General Meeting 27 April 2017 STA News Mar/April STA News May NZPTA News April 2017</p> <p><i>Accepted: Rangī Secoded: Casandra</i></p> <p>Kerrin left the meeting at 7.15pm</p>		<p>10 minutes</p>						
<p>5. Urgent new items</p>			<p>10 minutes</p>						
<p>6. Non Public Business 6.1 Complaint 6.2 Leave Application</p>	<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="797 1110 1888 1398"> <thead> <tr> <th data-bbox="797 1110 992 1366"><i>General subject to each matter be considered</i></th> <th data-bbox="992 1110 1451 1366"><i>Reason for passing this resolution in relation to each matter</i></th> <th data-bbox="1451 1110 1888 1366"><i>Grounds under Section 48(1) for the p of this resolution</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="797 1366 992 1398"><i>Staff Matters</i></td> <td data-bbox="992 1366 1451 1398"><i>To protect the privacy of natural</i></td> <td data-bbox="1451 1366 1888 1398"><i>The public conduct of the relevant pa</i></td> </tr> </tbody> </table>		<i>General subject to each matter be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Grounds under Section 48(1) for the p of this resolution</i>	<i>Staff Matters</i>	<i>To protect the privacy of natural</i>	<i>The public conduct of the relevant pa</i>	
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	<p><i>Non Public Minutes</i></p>	<p><i>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)</i></p>	<p><i>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</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>				
<p>7. Next meeting 7.1 Confirmation of time and place 7.2 Checking and updating of Workplan 7.3 Identification of agenda items 7.4 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?</p>	<p>Meeting closed at 7.35pm Next meeting will be 5.30pm in the staffroom on Wednesday 21 June 2017</p>			<p><i>10 minutes</i></p>