

**CANNONS CREEK BOARD OF TRUSTEES**  
**MEETING MINUTES: Wednesday 29 November 2017 at 5.30pm**

Item	Documentation	Approx time
<p><b>1. Administration</b>            1.1 Present            1.2 Election of the Chairperson</p> <p>1.3 Apologies            1.4 Declaration of interests</p> <p>1.5 Confirmation of minutes: ensure action points have been completed or are on the agenda</p>	<p>Ruth, Margaret, Fereni, Casandra, Willie, Carole Murray-Brown (NZSTA) and Kerrin (Secretary)</p> <p>Carole talked to the Board about the requirement of electing a Chairperson, even though it is the last meeting for the year there may still be correspondence during the holidays. This could be a temporary position until the first meeting next year when the Chairperson can be elected. Margaret was nominated by Willie which she agreed to until February 2018. Carole told the Board that there is 'Chair' mentoring available and hopefully there will also be a 'Chair Residential Programme' run in this area on Fridays and Saturdays. There is also the STA 0800 number which is available 24 hours.</p> <p>As Rangi has resigned there is now a vacancy on the Board. This can be filled by either selection or election. The vacancy can be advertised within the school community or in a community newspaper.</p> <p>Carole also reminded the Board that the signatories for the accounts and the Ministry will require updating.</p> <p>Faliu, Luisa and Tui</p> <p>Last meeting minutes Ratified  <b>Moved : Ruth    Seconded : Fereni</b></p>	<p><i>10 mins</i></p>
<p><b>2. Strategic</b>            2.1 Any strategic decisions to be made</p> <ul style="list-style-type: none"> <li>• Look at the end of year review of the Annual Plan and proposed goals for 2018</li> </ul> <p><b>The reviewed annual plan will be emailed to you on Tuesday 28 November after Monday's staff meeting</b></p>	<p>Environment/Learning Support to be reviewed with teachers.</p> <p>The Board would rather all read and discuss afterwards at the February meeting.            Ruth to email out when complete.</p>	<p><i>20 – 30 minutes</i></p>

<p>2.2 Any strategic discussions</p> <ul style="list-style-type: none"> <li>National Standards for 2017</li> </ul> <p>e.g. <i>feedback from consultation or professional development, updating the charter, contract for external appraiser, draft budget</i></p>	<p>National standards will be phased out but there will still be end of year reports for Years 4, 5 and 6 and also junior milestone reports.</p> <p>Parents will be asked about the report form and we hope to get feedback at the beginning of 2018.</p> <p>We could design a report form ourselves.</p>	
<p><b>3. Monitoring – Principal’s Report</b></p> <p>3.1 Progress in relation to annual plan</p> <ul style="list-style-type: none"> <li>We will discuss goals for 2018 as part of our strategic planning</li> </ul> <p>3.2 Data reporting or presentations</p> <ul style="list-style-type: none"> <li>Data sharing from the Senior Testing at the end of Term 3</li> </ul> <p>3.3 Curriculum Team reporting</p> <ul style="list-style-type: none"> <li>Look at the New Zealand Curriculum and the new School Curriculum being developed</li> </ul>	<p><u>Maths</u></p> <p>PAT results analysis tabled.</p> <p>Comparison of Term 1 to Term 3.</p> <p>DMIC Maths may be significant. As being part of CoL – continuity throughout schools is significant. Level of difficulty depends on age and capability.</p> <p><u>Vocabulary</u></p> <p>Bigger shift in Reading Vocabulary noted.</p> <p>More emphasis on ‘Key Competencies’ Sheet – each key competency – bullet points</p> <p><u>Inquiry</u></p> <p>Next year based around ‘Project Energise’</p> <ul style="list-style-type: none"> <li>Commonwealth Games</li> <li>Food and Nutrition</li> </ul>	<p>60 inutes</p>

3.4 Community Engagement

- Report on events that have happened so far this term and until the end of the year

- Camp
- PD with Porirua College
- Jump Rope
- Rotary Christmas Party
- Variety Club Party
- Waikanae Pool
- Measina Festival \$10 tickets
- Certificate Assembly
- Shoebox Dinner
- Year 6 Dinner
- Final assembly Wednesday 13<sup>th</sup> December
- Mr Murray – Leaving assembly in the afternoon

3.5 Financial reporting

- October Accounts/Financial Statements

Report Tabled

**Moved : Fereni**

**Seconded : Casandra**

3.6 Property reporting

- School Entrance changes

Meeting with Lee

- Concept plan for front entrance
- Meeting possibly with Porirua City Council

3.7 Personnel reporting

- End of Year Staffing

All staff returning. Duncan teaching Music and PE at Tawa Intermediate.

Room 1 : Ange Years 3 & 4

Room 2 : Abby Years 3 & 4

Room 4 : Liz Years 1 & 2

Room 5 : Alison H Years 1 & 2

<p>3.8 Health and Safety</p>	<p>Room 6 : Uaina Years 5 &amp; 6  Room 7 : Hunia Years 5 &amp; 6</p> <p>Room 8 : Rachel Years 0-1  Room 9 : Trish Years 0-1</p> <p><u>Professional Development</u>  More DIMC maths training.  Partners Porirua Breakfast – representatives from organisations who offer programmes for schools in 2018</p>	
<p>4. Correspondence</p> <p>4.1 Letter from ESOL Verifier</p>	<ul style="list-style-type: none"> <li>• Education Gazette 30 October 2017</li> <li>• Tuketuku Korero 13 November 2017</li> <li>• STA News October 2017</li> <li>• Reading Recovery for 2018</li> </ul> <p><b>Moved : Fereni                      Seconded : Willie</b></p> <p>The verifier was impressed with assessments.</p> <p>We apply twice during each year for ESOL funding</p> <ul style="list-style-type: none"> <li>- refugee/migrant/NZ born children</li> <li>- flexible funding <ul style="list-style-type: none"> <li>Parents born overseas</li> <li>Spanish</li> <li>Syrian</li> <li>Vietnamese/Burmese</li> </ul> </li> </ul> <p>The verifier makes sure that funding works for the children – extremely well targeted support. Collected in book work of ‘selected’ children. ESOL funding report.</p> <p><b>Moved : Fereni                      Seconded : Willie</b></p>	

<p><b>5. Urgent new items</b></p>	<p><u>Bundle Services</u>          Porirua College have employed a 'Property Manager' called Jason whom has made a huge difference up there with the cleanliness and tidiness of the property.</p> <p>Ruth attended a meeting at Porirua College today – re: ground maintenance could be passed to Porirua College</p> <p>School's can 'pool' in \$7,500 a year to pay for Jason's salary. (Cleaning contract, Grounds contract) We budget \$45,000 a year for cleaning/caretaking project presently.</p> <p><b>Unanimous decision by Board – agreed to be part of collective</b></p>	<p>10 minutes</p>						
<p><b>6. Non Public Business</b></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="698 715 1765 1295"> <thead> <tr> <th data-bbox="698 715 887 970"><u>General subject to each matter be considered</u></th> <th data-bbox="887 715 1310 970"><u>Reason for passing this resolution in relation to each matter</u></th> <th data-bbox="1310 715 1765 970"><u>Grounds under Section 48(1) for the passing of this resolution</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="698 970 887 1295">Staff Matters Non Public Minutes</td> <td data-bbox="887 970 1310 1295"> <p>To protect the privacy of natural persons, including that of deceased natural persons S8(2)(a)</p> <p>To enable the Board Of Trustees to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations). S7(2)(i)</p> </td> <td data-bbox="1310 970 1765 1295"> <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> </td> </tr> </tbody> </table> <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</i></p>	<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	<p>To protect the privacy of natural persons, including that of deceased natural persons S8(2)(a)</p> <p>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>	
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<ul style="list-style-type: none"> <li>• BOT resignation</li> </ul>	<p><i>the meeting in public as specified above.</i></p> <p><b>Moved : Fereni      Seconded : Willie</b></p>	
<p><b>7. Next meeting</b></p> <p>7.1 Identification of agenda items</p> <p>7.2 Review of effectiveness of meeting:</p> <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>	<p>3<sup>rd</sup> week of February, 21 February 2018</p> <ul style="list-style-type: none"> <li>- Elect Chairperson</li> <li>- Key Competencies</li> <li>- Annual Plan (2018)</li> </ul> <p><b>Meeting Closed 7:50pm</b></p>	<p><i>10 minutes</i></p>