

Hataitai School
Board of Trustees Meeting Minutes
Thursday, 15 September 2011

PRESENT Mark Williams (Chair)
Warwick Beech
Dave Kibblewhite
Jacinta Simpson
Fiona White

IN ATTENDANCE Lisa Bragg (Minutes)

APOLOGIES Jack Carroll
Alastair Turrell
Rosalind Plimmer

Meeting opened at 6.45pm

1. Parental input

None to report.

2. Property

Revised maintenance plan: a draft plan was tabled by Mark on Paul's behalf. This has been split into 3 different areas: (1) After School area (HASC putting up \$15k towards their area) plus (2) general painting/decorating/drainage/roofing (approx total of \$17k); and (3) medium/long term maintenance plan for two larger items. Approval was sought to go ahead with the \$17k list of work.

Moved: Warwick, Seconded: Dave. Passed.

<i>Action item 1. Mark to inform Paul deLisle.</i>
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3. Principal's report

The Principal's report was tabled and further discussion was held on the following:

Roll: two students removed from the roll due to lack of contact. 315 students as at today.

MUSAC: came in to instruct Jacinta, Fiona and Lisa on the basic and extended system. There is a lot of scope for expanding reporting using the system. Assessment advisor was working with yr 4/5 teachers this afternoon. Once all years have trained then a whole school system can be developed.

Whanau consultation korero: A very successful evening with good participation and great information sharing on our learners. Very good feedback regarding our schools value on Te Reo and good suggestions regarding tikanga and furthering cultural learning. Another meeting will be held next term. 11 Maori families with 31 children on the roll.

<i>Action item 2. Jacinta to organise second meeting for term 4.</i>
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Roll Statistics: there is a discrepancy in school stats versus ERO report stats due to the way the system generates the ethnicity using a first choice ethnicity only. To generate correct statistics on Maori students we need to have 'Maori' recorded as their first ethnic choice.

Action item 3. Jacinta to organise that in future parents will be given advice on the implication of their selection for this form.

Personnel: 4 resignations (Fiona White, Natalie Moore, Richard Turner, Claire Francis) and 2 appointments since the last meeting. Both Fiona and Richard spoke to the Board to give their thanks for the support during their teaching time; the Board also reflected their thanks back to Fiona and Richard. The structure for next year is now being looked at with existing staff to establish what positions will need to be advertised.

Principal's report to be accepted. Moved: Mark, Seconded: Fiona. Passed

4. Finance

The latest Finance reports were tabled.

Accept the financial report. Moved: Warwick, Seconded: Mark. Passed

5. Policy and Strategy

National Standards: discussed under Professional Development below.

Chairperson continuity: covered in Administration below

6. Self Review

Report on Whānau consultation event (covered in the Principal's Report).

Community reporting and consultation: presentation of the survey outcomes and discussion on future processes. Mark talked about the survey results in the meeting and will provide a summary of the results for the school newsletter.

Action item 4. Mark to provide summary of results for newsletter.

7. Professional Development

Board PD: Mark has a set of booklets on the NZ Curriculum and Mathematics and Reading and Writing National Standards available for each of the board members to read to gain a better knowledge of these to assist with strategy development.

Staff PD: Fiona, Lisa and Jacinta attended a training workshop to assist understanding of the National Standards. Two staff curriculum development evenings have been run. Advisor sessions are being run with each learning teams. Jacinta and Lisa to meet with an assessment advisor next week. The Board asked Jacinta that they be included on any training that may be helpful to them in their Board roles as well as to be provided with a revised timeline for the curriculum development and assessment tools for future reporting.

Warwick asked if there was a plan to hold an evening to talk about the Learning Journey reporting prior to their next release. This is something that may well fit in with the seminar series for community consultation.

8. Other business

ERO report and timetable: *The report was returned without any factual amendments. We have received a 3-year review recommendation back from ERO which is excellent. Thanks were extended to all involved in this review. Once we receive the confirmed report back from ERO, this will then be communicated to the community within the two weeks prior to it being publically released on ERO website.*

Trustee Elections timetable and process: Mark provided clarification on the nomination and election process.

HASC update: No further information received on this to date.

Internet copyright law: the question was raised as to the school policy regarding internet copyright law, particularly file sharing.

<i>Action item 5. Jacinta to investigate school policies and implement changes if required.</i>

9. Administration

The Minutes of last meeting were confirmed. *Moved: Warwick; Seconded: Fiona. Passed*

Matters arising from previous minutes – *Action item on school zone on website: Jacinta still to complete*

<i>Action item 6. Jacinta to update web site to ensure zone information is provided.</i>
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Outgoing correspondence – none to report

Incoming correspondence:

- MOE email regarding growing role issues and providing a contact person (Bill Barrett).

<i>Action item 7. Jacinta to contact Bill in due course.</i>
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- NZSTA training – advice received on upcoming professional development opportunities for BOT
- Jack Carroll letter regarding his term ending and suggesting a dinner to celebrate the departing and new Board members.

<i>Action item 8. Warwick to circulate 14 or 15 November as suggested dates for dinner.</i>

- Fundraising committee have advised us that they are looking to change their bank to ASB and whether it would be acceptable to have credit cards for the committee. They have also asked for the Board's advice on the name for the account. The Board suggests that they use initials for something such as "Hataitai Parents Group" or "HPG". The Board agreed that no employees of the school should have access to a credit card from this committee and that their account should not be linked in any way to the school account.

<i>Action item 9. Mark to reply to fundraising team.</i>
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- Resignation of Chairperson was received from Mark Williams with effect no later than 9 November 2011. Mark nominated Warwick Beech as new Chair, Dave Kibblewhite seconded the nomination. Warwick accepted this nomination and with unopposed support was appointed the new Chair of the

Board of Trustees of Hataitai School. Jacinta then presented Mark with a gift in thanks of all his hard work and each attendee at the meeting thanked him personally.

Action item 10. Jacinta to advise MOE and NZSTA if required. Jacinta to ensure news item included in next School newsletter.

- Warwick raised the issue of introduction packs for new Board members.

Action item 11. Warwick to coordinate with Jacinta on having materials available for new members to BoT in November.

10. Communications

- BoT communications (e.g. matters arising from this meeting)
- Sincere thanks expressed to trustees finishing their term or standing down at the midterm elections.

11. Next meeting

6.30pm, Thursday November 10, 2011

Meeting closed 9.40pm