

**Minutes Newton Central School Board of Trustees
Tuesday 24th November 2020**

Apologies: Kiri (for lateness, arrived 7:30), Tamati

Attendance - trustees: Hannah (chair), Geoff, Kim, Riki, Tiopira, Rebecca, Vasiti

- **other:** Christine (secretary/treasurer)

	Led by:	Discussion:	Action/who:
Karakia: Hannah			MOTIONS APPROVED:
1. <u>Administration</u>	Chairs		
1.1 Minutes from last meeting and correct record		1.2 Signing deferred until amendment made	1.1 That minutes are approved subject to amendment making it clear that the community has to agree with using the selection process
1.2 Signing of hardcopy of last minutes		1.3	
1.3 Matters arising from minutes		a) Update on Maori Medium Representation: Te Whao would like to suggest that Vasiti and Tiopira share the role; which co-chair to have which roles to be clarified and reported to next Board hui	1.3 a) That the Board agrees to having the Te Whao co-chair role being shared b) That Riki's recommendation to approve the RAMS be accepted
1.4 Update on assigned actions – see table below minutes		b) Update on Te Uru Karaka and RAMS; has been reviewed by staff.	
		1.4 a) What would be an appropriate process for exit interviews? Te kanohi ki te kanohi makes person feel more valued, but some may prefer option of providing it anonymously online; could share questions ahead; one person should do all three to identify any themes – and may want to look at any themes from previous years. Tiopira might be available. Could have all who've left during the year to do it together at the end	1.4 a) Tiopira to advise if he is available to do the exit interviews 1.4 b) Christine to amend Board procedures to clarify that length of term for co-opted trustees is until next election unless specified otherwise
1.5 Complete trustee fees form	Christine		
1.6 NZSTA notices	Christine	b) Terms for co-opted trustees: elections made old list irrelevant	1.5 All trustees and Christine to complete asap 1.6 All trustees to review monthly
1.7 Tamati's absence		1.6 These will now be in the Correspondence folder for each hui; it is important to read them to keep up-to-date with rules and regulations; Christine may need to follow up with NZSTA as trustees generally don't seem to get them	

		1.7 This was Tamati's third absence in a row; so his membership has ceased	
<p><u>2. Strategic Decisions</u></p> <p>2.1 Special Character a) Updated Timeline b) In Committee (8:03-8:20)</p> <p>2.2 Staffing a) In Committee (8:25 – 8:38)</p> <p>2.3 Kahui Ako Updates</p>	Christine	<p>2.1 a) Need to push out a month to ensure enough time to engage with Te Auraki; please give any more feedback to Christine b) Need to think about how we articulate priorities if more school applicants than places</p> <p>2.2 Decision affects staff so is recorded in the In Committee minutes</p> <p>2.3 an important hui on the 25th, from 7-8 at Western Springs: Tipene, Deena, Kiri, Vasiti and Tiopira are planning to attend</p>	<p>2.1 All trustees: feedback on policies due to Christine by November 30. Please talk with Auraki whanau to ensure they know what's happening, and we get answers to their questions; Riki to disseminate FAQs.</p> <p>MOTIONS APPROVED: Board directs principal to ensure that all teacher aide funding is used to support akonga in the classroom, due to decreased funds, especially in the locally raised category</p>
<p><u>3. Financial</u></p> <p>3.1 Financial report</p>	Riki & Christine	Trustees felt that they don't need the details of <i>ad hoc</i> expenses to be recorded; it is the responsibility of the treasurer to review and report on those items	MOTIONS APPROVED:
<p><u>4. Strategic Discussions</u></p> <p>4.1 Staffing update: a) Volunteers to support exit interviews</p> <p>4.2 Review and update on International Student code/policy</p>	Riki	4.1 see above	<p>MOTIONS APPROVED:</p> <p>4.2 That the Board approves and acknowledges the International Code Self Review has been completed and the SR01 document can be submitted to NZQA</p>
<p>5 <u>Correspondence (listed below Minutes)</u></p> <p>5.1 Correspondence In</p> <p>5.2 Correspondence Out</p>	Riki	Important to consider the one about NELPs	
6. <u>Property</u>	Riki		MOTIONS APPROVED:

		<p>Summer work: top carpark will be levelled out to improve access; paths at back of Te Akapukaea; Nixon Road carpark so access over the summer will be limited</p> <p>Ministry suggested demolishing Building 14 and putting two temporary classrooms there, which is our preferred outcome; other option is the lower carpark</p> <p>Development between rooms 7 and 8 may occur in April break</p>	
<u>7. Te Whao matters</u>	Vasiti & Tiopira	See above Riki and Christine commented on how fantastic their wananga was a few weeks ago	
<u>8. Agenda Items for Next Meeting</u>		<ul style="list-style-type: none"> • Filling Te Whao vacancy • Budget • Updated strategic plan • Achievement Data, if available • End of year celebration 	
Whakamutunga: Tiopira (9:30)			
<p>Note 1: Correspondence is listed on the back of the agenda</p> <p>Note 2: List of current delegations attached to agenda</p>			

Inward Correspondence:

Outward Correspondence:

NEXT MEETINGS:

Please review Meetings document [here](#).

STATUS OF ACTION ON DECISIONS

hui	action	who	RAG status
24/08/20	Communicate the BOT decision on Out of Zone status (priority 3, 4 &5)		done
24/08/20	Engage specialist to review Support Staff structure	Riki	In progress
24/08/20	Engage Tree Audit review and implement	Riki	report received
24/08/20	Draft thank you letters to: Tipene (Hannah), Sheila (Hannah), Andrew Melville (Kiri)	See names	One done, one started, one to do
24/8/20	Resolve billboard situation to remove	Riki	Deadline has passed
24/8/20	Convene appraisal sub-committee	Hannah	Will begin early next year

24/8/20	review policy redevelopment in relation with all underpinning school values	all	To be discussed on this agenda
15/05/2018	EXIT interviews to be conducted	Riki and Hannah	Awaiting feedback from Laurayne
24/08/20	Riki to invite Māori medium staff to a BoT meeting each year to discuss pedagogical and curriculum plans on an annual basis.	Riki	To be done in 2020
7/08/2018	lengths of terms for co-opted trustees (produce a SS for all members)	Christine	superceded
7/08/2018	complete Curriculum policy review in 2019	policy team	Draft available
11/09/2018	Arrange parent survey re online achievement reporting Link to questions	Laurayne, Hannah, Kim,	In progress
20/10/2020	Engage Andrew Melville re graduate profiles	Riki	May not need any further funding
24/11/2020	amend previous minutes	Christine	new
24/11/2020	Advise if available for exit interviews	Tiopira	new
24/11/2020	amend Board policy re terms of co-opted members	Christine	new
24/11/2020	Feedback to Christine about draft policy document	All trustees	New
24/11/2020	Spread Special Character info to whanau		New

*I certify that these minutes were approved as a true and correct record of the Board of Trustees meeting of Newton Central School, **dated 24 November 2020***

Signature / Name

Co-chair _____

Date: _____