

**03/12/2018 BOT Meeting Minutes
held in the Staffroom @ 6pm**

Attendees	
Ivan Davis (ID)	Principal
Trevor Crosby (TC)	Board Member
Carol Gunn (CG)	Board Member (Chairperson)
Mel Webber (MW)	WSC Staff Rep
Belinda Drake (BD)	Board Member
Howard Blackwell (HB)	Business Manager
Linda Pirrit (LP)	Board Member
Christine Goodes	Secretary
Paul Alford	Deputy Principal
Chris Selwyn (CS)	Tumuaki
Craig Moller (CM)	Board Member
Ka'u Tepaki (KT)	P I Rep
Richard Green	Board Member
Tracey Watkinson	Waiorea Staff Rep
Gabrielle Pritchard	Parent Visitor
Apologies:	James Watkinson, Clive Vaiula, Jan McCartney, Khushee Jain, Rangimarie Hunia, Atakura Hunia, Rob Coltman
Facilitator:	Linda Pirritt

	Karakia - Ka'u Introductions were made for the benefit of our visitor.	
1.	Declaration of Interests: Nil	
2.	Matters Arising from Previous Minutes: <ul style="list-style-type: none"> ● All previous items are being attended to. ● ID is attending a special meeting at the Ministry on 10 December for initial feedback from the NCEA consultation. ● School Docs in budget for 2019. MW to have a look at it next week. It's the procedures that are most important. 	

	<p>Resolution: That we proceed with ordering School Docs and this to be done in January 2019. (Mel Webber/Tracey Watkinson - carried)</p> <ul style="list-style-type: none"> • TW noted that there might be an issue with the translation. 	
3.	<p>Health & Safety:</p> <p>Resolution: CG moved that we accept the report. (Carol Gun/Trevor Crosby - carried)</p>	
4.	<p>Budget:</p> <ul style="list-style-type: none"> • HB talked to his tabled documents. • Noted that we should moved towards user pays in the extra curricular areas. Some trustees concerned. RG would like this to be a board open discussion. • We are aiming for a small surplus. • All schools are experiencing financial stress and in the future we will be managing to the budget. • Pui puis will be an additional cost of approximately \$20,000 • RG note that next year is an election year. • HB to talk to CG and ID re a budget for this. • Opening of the new school will need to be budgeted for too but this will in in 2020. The transition will be in 2019. <p>Resolution: CG moved that we accept the 2019 Budget which has been presented by the Business Manager. (Carol Gunn/Ivan Davis - carried)</p> <ul style="list-style-type: none"> • Interim Audit BDO - this took place two weeks ago. Found no issues. • The board congratulated HB on his thoroughness and also special appreciation for the early budget for 2019. 	Action
5.	<p>Co-governance:</p> <ul style="list-style-type: none"> • Rob, James and Ivan have had a meeting with Ray Webb in regard to some small changes to the constitution. • Everyone will have to come up for re-election next year when the minister approves the co-governance constitution.. • We are waiting for the document to come back with some of the wording fleshed out. • When it arrives it will be electronically sent out to trustees for their vote. 	
6.	<p>Gym Business Case:</p> <ul style="list-style-type: none"> • Brendan O'Connor has attended a meeting a WSC. He is employed by WSC to look at a business case. • Can we get a model that is sustainable by WSC? • Another meeting is scheduled for next week. • TW would like to have a conversation with Brendan re Kapa 	

	Haka.	
7.	<p>Strategy Review:</p> <ul style="list-style-type: none"> ● We need to cover this off in our strategy. ● We need to get a draft Strategic Plan for consultation. ● We have made a previous resolution to get our parent and student voice. The Quality of Service survey will do this. ● When we get the data from the Quality of Service survey scheduled for early next year, then set a date to look at this. ● RG would like to be part of any group. ● Carol proposes that we meet and talk about the process and setting a date. ● Doc to be circulated to go out to the whole board for 10 or 17 December meeting. 	Action
8.	<p>Principal's Report:</p> <ul style="list-style-type: none"> ● ID noted that it will be mid-February before we will have a better knowledge of numbers in regard to our roll. ● ID asked the board to note the ASSC blessing date. ● Jacinda Ardern will be in attendance at our Junior Prizegiving. ● ID hugely thankful to HB for presenting to us the budget for 2019. ● ID seeks endorsement in relation to building completion. ● The buildings will be ready for occupation at the end of July. ● Transition has been timed for July 2019 school holidays. ● We will need to extend our school holiday for students to 3 weeks. ● Staff will have a teacher only week at the end of the normal 2 week break. This will enable them to transition into the new building. ● The Ministry will assist with some funding to help with this. ● CG acknowledged TW's input with regard to this project. <p>Resolution: Mel Webber moved that the board endorse the proposal made by the Ministry for a 3 week term two holiday for students to allow for staff to move into the new building. (Mel Webber/Trevor Crosby - carried)</p> <p>Resolution: Mel Webber moved that we accept the Principal's Report. (Mel Webber/Linda Pirrit - carried).</p>	
9.	<p>Public Excluded Business: 8.20: Our visitor left the Meeting.</p> <p>Resolution 8.21pm: Ivan Davis asked the meeting to go into public excluded business to protect the privacy of individuals. (Ivan Davis/Carol Gunn - carried)</p>	

	<p>Resolution: 8.30pm: The matter being dealt with satisfactorily Ivan Davis moved that the meeting go out of Public Excluded Business. (Ivan Davis/Carol Gunn - carried)</p>	
10.	<p>Wrap-up:</p> <p>Resolution: Richard Green moved that the Correspondence and all tabled reports be accepted. (Richard Green/Mel Webber - carried)</p> <ul style="list-style-type: none"> ● TW noted that she is going to look into a Prime Minister's Award for the Kapa Haka group. ● TW & MW to look at this together. ● Meeting dates tabled for 2019. HB to have input into these. ● Confirmation that the first BOT meeting will be on 11/02/2019. ● Proposed meeting dates to go on the website with TBC. <p>Facilitator next meeting: Carol Gunn</p> <p>Date of next meeting 11/02/2019</p> <p>Karakia</p> <p>Meeting finished 8.30pm</p>	<p>Action</p> <p>Action</p>

Ratified: 11/03/2019

Ivan Davis/Trevor Crosby

Matters Arising from Minutes

	What	Who	When completed
1.	HB, CG & ID to meet to look at a budget for mid-term elections/constitution requirements next year.	HB, CG & ID	
2.	Prime Minister's Award for Kapa Haka to be looked at by TW & MW	TW & MW	
3.	Proposed meeting dates to be put on the website	GS	completed