

Malfroy School Board of Trustees
Minutes of Meeting held 24th May 2021

PRESENT: Nick Brell (Principal)
Jennie McLaren (Staff Rep)
Lynda de Silva` (Minute Secretary)

Trustees:
Margaret Metcalfe, Ngapi Coffin and Toby Brash

APOLOGIES: Karena Ngata

CONFERENCE FEEDBACK:

- Feedback from Karena and Nick (see Appendix 1)
- Offer to host NZSTA Treaty of Waitangi PD, Margaret will follow this up
- Terminology change to Presiding Member and Members – Lynda will follow this up re changes to any policies etc.
- Electronic board packs on next agenda

DECLARATION OF INTERESTS: In committee correspondence received from Jenny Brell – Nick Brell stated a declaration of interest in that Jenny Brell is his wife.

STRATEGIC DISCUSSIONS AND DECISIONS:

1. Board Vacancies – No updates in regards to interest; invite to attend subcommittee meetings may generate interest
2. Policy Review (see Appendix 2):
 - ***Moved that GO23 Delegations List and GO24 Concerns and Complaints be accepted with the agreed changes.***

(Jennie McLaren/Ngapi Coffin)
CARRIED
3. Attestations – Finance & Property and Health & Safety (see Appendix 3)
 - ***Moved that the Attestations tabled, be accepted***

(Jennie McLaren/Toby Brash)
CARRIED
4. Strategic Priorities – Student Learning
 - Refer to Page 18A-18C of Principal’s report
 -
5. Monitor of Curriculum – Learning Languages (see Appendix 4) was tabled and accepted
6. 10 Year Property Plan (see Appendix 5) - ***Moved that the 10 YPP tabled, be accepted***

(Margaret Metcalfe/Toby Brash)
CARRIED

7. Management Reporting:

- Finance Report (see Appendix 6) – ***Moved that the Finance report be accepted.***
(Margaret Metcalfe/Nick Brell)
CARRIED
- Asset Disposal - ***Moved that the recommendation of assets to be disposed, be accepted***
(Nick Brell/Jennie McLaren)
CARRIED
- Principal’s Report (see Appendix 7) - ***Moved that the Principal’s report be accepted.***
(Nick Brell/Toby Brash)
CARRIED
 - Nick to ask staff about Wednesday “smiley” data
 - Monitoring of student attendance – funding for Hakafit programme ends at the end of this term
 - Current roll is 290

8. ***Moved in Committee***

(Margaret Metcalfe/Jennie McLaren)
CARRIED

Subjects: March in committee minutes, in committee correspondence, Principal’s appraisal report, and 2021 Budget review

- ***Moved that the in committee minutes from 22nd March be accepted as a true and correct record***

(Margaret Metcalfe/Jennie McLaren)
CARRIED

Moved out of Committee

(Margaret Metcalfe/Toby Brash)
CARRIED

ADMINISTRATION:

1. Confirmation of Minutes (see Appendix 8) – ***Moved that the Minutes from 22nd March, be accepted as a true and correct record***
(Nick Brell/Jennie McLaren)
CARRIED
2. Correspondence – ***Moved that Inwards Correspondence be accepted and the Outwards Correspondence be approved.***
(Nick Brell/Margaret Metcalfe)
CARRIED

3. Newsletter – Toby, conference round up
4. RMPT Minutes – Meeting deferred to 21st May; April Balance Sheet tabled

AGENDA ITEMS:

- Special Character Report - Montessori
- Monitoring of Curriculum – English
- Policy Review GO26 Trustee Register
- Special Report – Principal’s Annual Appraisal Report
- Treaty of Waitangi – PD NZSTA
- Electronic board packs/digital meetings
- Fundraising report/plan

Meeting Ended at 6.45pm

NEXT MEETING DATES @ 5.00pm:

28th June (Jennie) 23rd August (Ngapi)
27th September (Nick) 29th November (Margaret)

Moved that the Minutes from 24th May 2021 be accepted as a true and correct record

Signed: _____
(Presiding Member - Chair)

Date: _____

Action List		
Topic	Person	Date to be Achieved
Policy Review – GO26 Trustee Register	Lynda	By 12pm, 23 rd June
Reporting to the community	Toby	Email to Gaylene
Special Character Report - Montessori	Nick	By 12pm, 23 rd June
Monitoring of Curriculum - English	Nick	By 12pm, 23 rd June
Fundraising report/plan	Jennie	By 12pm, 23 rd June
Cornerstone Values/PB4L – Principal’s Report	Nick	By 12pm, 23 rd June
Electronic board packs/digital minutes and meetings	All	Reflect ready for discussion