

Malfroy School Board of Trustees

Minutes of Meeting held 28th June 2021

PRESENT: Margaret Metcalfe (Chair)
Nick Brell (Principal)
Jennie McLaren (Staff Rep)
Lynda de Silva (Minute Secretary)
Sarah Francis (Staff)
Helen Ramsdale (Staff)

Trustees:

Karena Ngata and Toby Brash

APOLOGIES: Ngapi Coffin

DECLARATION OF INTERESTS: Nil

STRATEGIC DISCUSSIONS AND DECISIONS:

1. Monitoring of Curriculum (see Appendix 1) presented by Sarah Francis

Sarah left meeting at 4.48pm

2. Special Character (see Appendix 2) presented by Helen Ramsdale

Helen left meeting at 5.06pm

3. Board Vacancies – ongoing
4. Treaty of Waitangi:
 - 4th August NZSTA workshop at Malfroy, Margaret will confirm
 - From workshop more intensive discussions
 - Karena to email links to members

5. Policy Review (see Appendix 3):

- ***Moved that GO26 Trustee Register be accepted with the agreed changes.***

(Margaret Metcalfe/Toby Brash)

CARRIED

6. Audit – Principal’s Reporting to the Board
 - Audit team consisting of Toby (lead) and Karena
 - Lynda to email documents to team
7. Presiding Chair Hui – verbal report from Toby who attended meeting at RIS
 - Networking group for presiding member
 - Toby to email minutes to Lynda
8. Electronic Board Packs – trial for next meeting as a PDF

9. Fundraising Report – verbal report from Jennie

- Subcommittee has funded the Kaboom and drumming shows
- Upcoming plans – mufti days, discos, Maths-athon, school show, xmas raffle
- Subcommittee consists of Jennie, Toby, Julie and a representative from each team

10. Management Reporting:

- Finance Report (see Appendix 4) – ***Moved that the Finance report be accepted.***

(Jennie McLaren/Nick Brell)

CARRIED

- Audit Completion Report – Board discussed the report and the finance subcommittees' recommendation and agreed with it. Therefore, it was ***Moved that the recommendation to request that the statement from BDO in regard to use of Operational Grant for Salary and Wages be removed as the board deems it to be factually incorrect as BDO have used a simple method of calculation and not included all funding from the Ministry for Salary and Wages or at the very least, excluded all positions that are not funded from Operational Grant but from other Ministry funding.***

(Nick Brell/Jennie McLaren)

CARRIED

- Annual Report – the final report was tabled and accepted.

- Principal's Report (see Appendix 7) - ***Moved that the Principal's report be accepted.***

(Nick Brell/Toby Brash)

CARRIED

8. ***Moved in Committee***

(Margaret Metcalfe/Jennie McLaren)

CARRIED

Subjects: May in committee minutes, in committee correspondence,

- ***Moved that the in committee minutes from 24th May 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 24th May, 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

4. RMPT Minutes – May Balance Sheet tabled

AGENDA ITEMS:

- Special Character Report – Cornerstone Values
- Strategic Priorities – Learning Environments
- Policy Review GO4 Relationship between the Board and Principal, GO5 Relationship between the Chair and Principal and GO25 Priority Populations
- Charter Planning
- Treaty of Waitangi

Meeting Ended at 6.45pm

NEXT MEETING DATES @ 5.00pm:

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

Moved that the Minutes from 28th June 2021 be accepted as a true and correct record

Signed: _____
(Presiding Member - Chair)

Date: _____

Action List		
Topic	Person	Date to be Achieved
Policy Review – GO4 Relationship between the Board and Principal, GO5 Relationship between the Chair and Principal and GO25 Priority Populations	Lynda	By 12pm, 18 th August
Reporting to the community	Toby	Email to Gaylene
Special Character Report – Cornerstone Values	Nick	By 12pm, 18 th August
Strategic Priorities – Learning Environments	Nick	By 12pm, 18 th August
Audit Principal’s Reporting to the Board – Lynda to email previous audit docs to Toby and Karena	Lynda	ASAP
Presiding Chair Hui – email minutes to Lynda	Toby	ASAP
Audit Completion Report – Letter to BDO	Lynda/Margaret	ASAP