

Malfroy School Board
Minutes of Google Meeting held 30th August 2021

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

Members:

Karena Ngata, Ngapi Coffin and Toby Brash

APOLOGIES: Nil

DECLARATION OF INTERESTS: Nil

STRATEGIC DISCUSSIONS AND DECISIONS:

1. Te Tiriti o Waitangi:
 - Post workshop – Margaret contacted NZSTA to see if we can hold another session in Term 4; she hasn't heard back yet
 - After discussion it was agreed that Karena will schedule a session around the content regarding Te Tiriti o Waitangi; members to email Karena if interested
 2. Charter:
 - staff have commenced process, looking at current goals and priorities
 - subcommittee – Nick, Margaret, Toby and Wendy Falconer
 - following results of community survey being shared with the board, a board session will be set
 3. Policy Review (see Appendix 1):
 - ***Moved that GO4 Relationship between the Board and Principal, GO5 Relationship between the Presiding Member and Principal and GO25 Priority Populations be accepted with the agreed changes.***
- (Jennie McLaren/Toby Brash)

CARRIED

- It is noted that there is work to done to accommodate the changes from Education and Training Act 2020 e.g. NELP's, Board naming; Board Secretary will work through changes as policy, procedure and other documents are reviewed.

4. Special Character Report – Cornerstone Values (see Appendix 2) was tabled and discussed
5. Funding Application – An application for funding to Grassroots (see Appendix 3) of \$5,847.92 to enable an Art Education programme in glass was tabled and discussed. ***Moved that the Board agrees to support the funding application to Grassroots.***

(Ngapi Coffin/Jennie McLaren)

CARRIED

6. RMPT Draft Strategic Plan (see Appendix 4):
- Tabled and discussed
 - It was agreed that Margaret would draft a communication to the Trust to let them know that they have done a great job in developing the plan
 - It was suggested that once the plan is ratified, the Board and the Trust meet

7. Management Reporting:

- Finance Report (see Appendix 5) – ***Moved that the Finance report be accepted.***
(Nick Brell/Margaret Metcalfe)
CARRIED
- Principal's Report (see Appendix 6) - ***Moved that the Principal's report be accepted.***
(Margaret Metcalfe/Toby Brash)
CARRIED
 - Capital Works – in regard to the query from Karena about single door entry and exit in the relocatable classrooms, Nick has emailed the Ministry and has not received a reply yet; he will let the board know the outcome of the query once it is received
 - Roll YTD = 304; there is significant pressure on the NE classroom and management are currently looking at the limited surplus staffing to support the roll growth in this area
 - Covid 19 Lockdown update – Nick acknowledges the staff who have supported the organisation of learning packs for students; 292 packs last week and this week 173 packs and 45 devices; Margaret asked that the Board's appreciation of this be passed onto staff; Under Level 3 we are expecting approximately 15 students to attend, there will be two bubbles with up to four teachers to support the programme

8. ***Moved in Committee***

(Nick Brell/Ngapi Coffin)
CARRIED

Subjects: June in committee minutes, in committee correspondence and Principal's Appraisal

- ***Moved that the in committee minutes from 28th June be accepted as a true and correct record***

(Margaret Metcalfe/Jennie McLaren)
CARRIED

Moved out of Committee

(Margaret Metcalfe/Jennie McLaren)
CARRIED

ADMINISTRATION:

1. Confirmation of Minutes (see Appendix 7) – ***Moved that the Minutes from 28th June, be accepted as a true and correct record***

(Jennie McLaren/Karena Ngata)

CARRIED

2. Correspondence – ***Moved that Inwards Correspondence be accepted and the Outwards Correspondence be approved.***

(Nick Brell/Margaret Metcalfe)

CARRIED

- New Auditor – Lynda to check process; Board are happy to continue with current auditor

3. Newsletter – Toby

4. RMPT Minutes –Balance Sheet and Profit and Loss tabled

5. Electronic Board Packs – was difficult under lockdown to scan packs; Lynda to look at Ministry licensing to see if we are eligible for PDF writer

AGENDA ITEMS:

- Monitoring of Curriculum – Learning Languages
- Strategic Priorities – Connecting our Curriculum and Community Engagement
- Policy Review GO8 Responsibilities of the Principal
- Charter
- Te Tiriti o Waitangi

Meeting Ended at 6.15pm

NEXT MEETING DATES @ 4.30pm:

27th September (Nick) 29th November (Margaret)

Moved that the Minutes from 30th August 2021 be accepted as a true and correct record

Signed: _____
(Presiding Member)

Date: _____

Action List		
Topic	Person	Date to be Achieved