

Malfroy School Board  
Minutes of Meeting held 29<sup>th</sup> November 2021

**1.2 PRESENT:**

Margaret Metcalfe	(PM)
Nick Brell	(Principal)
Jennie McLaren	(Staff Rep)
Lynda de Silva	(Minute Secretary)
Rawiri Waru	(Ngati Whakaue)
Andrew Dunningham	(RMPT)
Teina Taute	(Staff)

**Members:**

Karena Ngata, Ngapi Coffin and Toby Brash

**1.3 APOLOGIES:** Nil

**1.4 DECLARATION OF INTERESTS:** Nil

**2. STRATEGIC DISCUSSIONS AND DECISIONS:**

2.1 Rawiri Waru (Ngati Whakaue):

Brief history of land, Pukeroa Oruawhata Block; connections to Utuhina river; aim to build relationships between kura and Ngati Whakaue; potential to produce a booklet as a reference, key document on how to engage with our community, very embracing of everyone, creates structure and continuity; whakapapa in the booklet of the land and the river, influential people; can offer examples from other kura

***Rawiri and Teina left the meeting at 5.00pm***

2.2 RMPT STP (Appendix 1) – final plan tabled as ratified:

Andrew spoke to the strategic plan, giving background to plan and future proofing

2.3 Board Vacancies – Andrew spoke of his interest in becoming part of the board and gave a brief background of his skills; interested in coming onto the board immediately; board will consider and get back to Andrew

2.4 Te Tiriti o Waitangi - second session has been postponed until 2022

2.5 Audit Principal's report to the board – February report back March

2.6 Audit EEO – defer to 2022 as per audit calendar; March form team, report back in May

2.7 Charter - meeting set for this Thursday; ongoing, should be ready for February, if available sooner Nick will email out to members; Margaret to email all members of next session

2.8 New policy framework (see Appendix 2):

- ***Moved that draft policy framework be adopted and be each policy be adjusted and added to as part of review process.***

(Margaret Metcalfe/Toby Brash)

**CARRIED**

2.9 Strategic Priorities Theory of improvement – refer to Principal’s report

2.10 Vaccination day – Karena spoke to this:

Our community has quite low vaccination rates; would the board be open to supporting a vaccination programme; Thursday at 4.30pm in Leslie Avenue; duck tour vehicles will take people to the vaccination centre; could have duck tours swing by our school; use school vehicles to transport; fliers’ information out to community; promote via Facebook etc.

It was agreed that the duck tour vehicle can call in to our car park as a collection point and to put out a flyer to each child; add to Facebook, school app, and in newsletter (Nick to coordinate)

### 3. MONITORING:

3.1 Curriculum reporting – Gifted Learners (see Appendix 3)

Mind Plus – biggest prohibitive factor is cost to the parents; finance committee can look at potential funding streams; agreed with the recommendation to change wording to gifted learners; Lynda to check reporting mechanism as a regulatory in line with new policy framework; table for discussion in March – framework for Gifted Learners

3.2 Principal’s Report (see Appendix 4) - **Moved that the Principal’s report be accepted.**

(Nick Brell/Jennie McLaren)

CARRIED

- Margaret will confirm her attendance at celebrations to Nick

3.3 Finance Report (see Appendix 5) – **Moved that the Finance report be accepted.**

(Toby Brash/Jennie McLaren)

CARRIED

**Andrew left meeting at 6.33pm**

### 4. In Committee

**Moved in Committee**

(Ngapi Coffin/Jennie McLaren)

CARRIED

**Subjects: September in committee minutes and 2022 draft budget**

- **Moved that the in committee minutes from 27<sup>th</sup> September be accepted as a true and correct record**

(Margaret Metcalfe/Toby Brash)

CARRIED

- **Moved that the 2022 draft budget be adopted**

Look at Gifted learner programmes/professional development in next review; demolition of caretaker sheds

(Toby Brash/Karena Ngata)

CARRIED

**Moved out of Committee**

(Margaret Metcalfe/Jennie McLaren)

CARRIED

**5. AGENDA ITEMS:**

- Variance Reports
- STP/Charter
- Nick to email Maria to check if there is an interim report for February meeting
- Audit – Principal’s reporting to the board (Toby/Karena)
- Te Tiriti o Waitangi
- Staff and board xmas function – 4<sup>th</sup> December, Amazing Thai for 7.00pm; \$30 per staff member, purchase own drinks.

**6. ADMINISTRATION:**

6.1 Confirmation of Minutes (see Appendix 6) – ***Moved that the Minutes from 27<sup>th</sup> September, be accepted as a true and correct record***

(Nick Brell/Ngapi Coffin)  
**CARRIED**

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

(Nick Brell/Margaret Metcalfe)  
**CARRIED**

- Aquabots – fundraising committee to work with the two students; apply to fundraising committee for funds; Lynda to draft letter for Margaret to sign

6.2.1 RMPT Minutes –previous minutes tabled and Balance Sheet/Profit and Loss tabled:  
Awareness that board staffing is not currently covering roll based staffing in Montessori unit;

Meeting Ended at 6.53pm

**NEXT MEETING DATES @ 4.30pm:**

28 <sup>th</sup> February (Ngapi)	28 <sup>th</sup> March (Jennie)
30 <sup>th</sup> May (Karena)	27 <sup>th</sup> June (Nick)
29 <sup>th</sup> August	19 <sup>th</sup> September
28 <sup>th</sup> November	

***Moved that the Minutes from 27<sup>th</sup> September 2021 be accepted as a true and correct record***

Signed: \_\_\_\_\_  
(Presiding Member)

Date: \_\_\_\_\_

<b>Action List</b>		
<b>Topic</b>	<b>Person</b>	<b>Date to be Achieved</b>
Board Vacancy – follow up with Andrew	Margaret	Prior to Feb meeting
Audit – Principal’s reporting to the board	Toby/Karena	Complete audit and report to board in March
Audit EEO -		
Charter session date – email to members	Margaret	ASAP
Variance reports	Nick	By 23 <sup>rd</sup> February
Community activity re vaccinations – flyer, on facebook and school app, in newsletter	Nick	ASAP
Consider Gifted learners and PD in budget review	Finance	February meeting