

Malfroy School Board
Minutes of Google Meeting held 28th February 2022

1.2 PRESENT:

Margaret Metcalfe	(PM)
Nick Brell	(Principal)
Jennie McLaren	(Staff Rep)
Lynda de Silva	(Minute Secretary)
Wendy Falconer	(Staff)
Teina Taute	(Staff)

Members:

Toby Brash

1.3 APOLOGIES: Sarah Francis, Karena Ngata and Ngapi Coffin

1.4 ELECTION OF OFFICERS – not required in year of an election

1.5 DECLARATION OF INTERESTS: Nil

2. STRATEGIC DISCUSSIONS AND DECISIONS:

2.1 Analysis of Variance reports (Appendix 1)

- Reading tabled by Nick – there was a degree of transient students that are often below or well below
- Writing tabled by Nick - same factors as in reading affect data.
- Mathematics tabled by Wendy
- Rumaki Maori tabled by Teina - Tuhituhi and panui target areas for 2022

Teina and Wendy left meeting at 4.49pm

2.2 Draft Charter (Appendix 2) – tabled by Nick and discussed:

- Ministry have allowed schools to submit final charters anytime due to implications of Covid-19; Community engagement consideration given to constant changing circumstances around effects of Covid-19 and ability to engage
- board needs to focus on how to engage with our community; be more proactive on social media and newsletters; members to give thought to what else we could do
- one more session for the subcommittee; Nick will set a date in March

2.3 Board Vacancies – Margaret has met with Andrew Dunningham; he is still keen to come onto board; Nick will get date of whanau hui; potential for Ngapi to speak about her board experience at whanau hui; Margaret will touch base with her; Margaret not intending to stand at next election; Ngapi probably not standing; possibility that Toby is leaving Rotorua at end of 2022; The board agreed to bring Andrew on once Lynda investigates the process of filling by co-option or appointment

2.4 Board PD (Te Tiriti o Waitangi) – NZSTA are running part one online on 31st March as a refresher and part two in term 2; 7th March online Leading an effective board for all members

2.5 Audit Principal's report to the board – February report back March; Karena and Toby have yet to meet; Lynda to resend all previous audit reports to Toby

2.6 Audit EEO – Audit team Jennie and Ngapi; report back May; Lynda to contact Ngapi; Lynda to send Jennie the previous audits.

2.7 Policy Review (see Appendix 3): B5 Presiding member (chair) role description; B8 Principal performance management; C3 Board induction

- ***Moved that policies B5, B8 and C3 be accepted with agreed changes and additions***

(Nick Brell/Jennie McLaren)

CARRIED

2.8 NZSTA Annual Conference – In Christchurch in October; it was agreed that due to closeness of board elections we would not budget for 2022, therefore not attend 2022 conference but ensure it is included in 2023 budget so new board are able to attend.

3. MONITORING:

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

(Nick Brell/Margaret Metcalfe)

CARRIED

- Funding application for Te Kakano programme has been approved for 2022
- Capital works will commence in April holidays

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

(Jennie McLaren/Nick Brell)

CARRIED

4. In Committee

Moved in Committee

(Margaret Metcalfe/Toby Brash)

CARRIED

Subjects: November in committee minutes, Interim report Principal's performance

- ***Moved that the in committee minutes from 29th November be accepted as a true and correct record***

(Toby Brash/Jennie McLaren)

CARRIED

Moved out of Committee

(Margaret Metcalfe/Jennie McLaren)

CARRIED

5. AGENDA ITEMS:

- STP/Charter
- Audit – Principal's reporting to the board (Toby/Karena)
- Delegations
- Te Tiriti o Waitangi

6. ADMINISTRATION:

6.1 Confirmation of Minutes (see Appendix 6) – ***Moved that the Minutes from 29th November, be accepted as a true and correct record***

(Nick Brell/Toby Brash)

CARRIED

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

(Nick Brell/Margaret Metcalfe)

CARRIED

6.3 Newsletter – Margaret will complete for Term One

6.4 RMPT Minutes – Lynda emailed Marieke but not received for this meeting; Nick will follow up at Board/Management and Trust meeting being held next week.

Meeting Ended at 6.17pm

NEXT MEETING DATES @ 4.30pm:

28 th March (Jennie)	30 th May (Karena)	27 th June (Nick)
29 th August (Ngapi)	19 th September	28 th November

Moved that the Minutes from 28th February 2022 be accepted as a true and correct record

Signed: _____
(Presiding Member)

Date: _____

Board Action List – from 28th February 2022		
Topic	Person	Date to be Achieved
Charter	Nick	By 3pm, 23/3/21
Attestations – Finance and Health & Safety	Nick	By 3pm, 23/3/21
Audit – Principal’s reporting to the board	Toby/Karena	By 3pm, 23/3/21
Audit Principal’s reporting to the board – email previous audit docs	Lynda	ASAP
Audit EEO – Survey Staff and complete report	Jennie/Ngapi	Report back to Board in May
Audit EEO – contact Ngapi for confirmation; email previous audit docs	Lynda	ASAP
Board Vacancy – investigate process	Lynda/Margaret	ASAP
B5 Presiding member (chair) role description; B8 Principal performance management; C3 Board induction – update policies	Lynda	ASAP
Newsletter	Margaret	Within Term One
RMPT Minutes/Reporting – discuss at next Board/Trust meeting	Nick	3 rd March