

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

1.2 PRESENT:

Margaret Metcalfe	(PM)
Nick Brell	(Principal)
Jennie McLaren	(Staff Rep)
Lynda de Silva	(Minute Secretary)
Andrew Dunningham	(Community Member)

Members:

Ngapi Coffin and Karena Ngata

1.3 APOLOGIES: Toby Brash (received 4.54pm)

1.4 DECLARATION OF INTERESTS: Nil

2. STRATEGIC DISCUSSIONS AND DECISIONS:

- 2.1 Charter – verbal report by Nick and discussed:
 - Analysis of Variance will be sent soon
 - Will have one more meeting before the end of the term
- 2.2 Board Vacancies – due to the number of elected positions we are unable to bring on another member by co-option; we have agreed to invite Andrew to board meetings without voting rights
- 2.3 Board PD (Te Tiriti o Waitangi) – NZSTA are running part one online on 31st March as a refresher and part two in term 2; Karena has developed a resource with links to and will send the link to all; if everyone could look at this and table for next meeting.
- 2.4 Audit Principal's report to the board – not completed yet, defer to May meeting
- 2.5 Attestations (see Appendix 1) – Finance and Property, Health and Safety – query in regards the Education and Training Act 2020 (Section 127), does this need to be added in to Attestation document? Nick will review this and report back
- 2.6 Delegations (see Appendix 2) – accepted with additions of Principal's Appraisal, Property, Health and Safety and Fundraising subcommittees

3. MONITORING:

3.1 Principal's Report (see Appendix 3) - ***Moved that the Principal's report be accepted.***

(Jennie McLaren/Karena Ngata)

CARRIED

- Discussion on iCept and Irlen Screening
- Property – Phase one slight glitches but have now been worked through and Phase two has commenced; Capital works with demolition of Blocks C, F and part of G and new classrooms, meeting next Monday, school site will need to be locked during this process to eliminate parents accessing fields and work site while this work is in progress

- Vandalism – van has been broken into for a second time; awaiting insurance process for repairs; have addressed issue of van security with a staff member being able to take home each day, until we are able to house van securely on site
- Covid-19 – staffing; could be issues around availability of relievers; if this becomes an issue school may have to close; Karena can be available for relieving if desperate; do Nick and Jennie have a plan to protect each other - this has been discussed; succession planning is important; engage with staff, board and community about our health and safety plan in light of the recent government announcements; meeting on Friday to discuss
- Management Policy – Lynda to update

3.2 Finance Report (see Appendix 4) – ***Moved that the Finance report be accepted with the agreed changes.***

(Margaret Metcalfe/Nick Brell)

CARRIED

- Purchase of devices for Juniors – await request from DT PLG
- Explanation of insurance claim process and the damages to van

4. AGENDA ITEMS:

- STP/Charter
- Audit – Principal’s reporting to the board (Toby/Karena)
- Audit – EEO (Jennie/Ngapi)
- Te Tiriti o Waitangi – discussion around how we will implement self-review
- Policy Review – C2 Delegations and committee principles, C4 Concerns and complaints and D9 Concerns and complaints policy
- Strategic Priorities – Student Learning

5. ADMINISTRATION:

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

(Nick Brell/Margaret Metcalfe)

CARRIED

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

(Nick Brell/Margaret Metcalfe)

CARRIED

5.3 Newsletter – Andrew to introduce himself before the end of this term; suggested there is more input into community newsletter working towards the board election; Karena for May

5.4 RMPT Minutes/Finance Reports – finance reports tabled; verbal report from Andrew; positive meeting between the Trust and management last week; Montessori conference – Helen is presenting this year; the outstanding minutes have been received by Lynda but after the board pack went out; the communication issue is being resolved so board receives Trust minutes and having Andrew attend board meetings will assist.

Andrew left meeting at 5.46pm

6. In Committee

Moved in Committee

(Ngapi Coffin/Jennie McLaren)

CARRIED

Subjects: February in committee minutes

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

(Jennie McLaren/Margaret Metcalfe)

CARRIED

Moved out of Committee

(Karena Ngata/Margaret Metcalfe)

CARRIED

Meeting Ended at 5.48pm

NEXT MEETING DATES @ 4.30pm:

30th May (Karena)

27th June (Nick)

29th August (Ngapi)

19th September (Jennie)

28th November

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

Signed: _____

(Presiding Member)

Date: _____

Board Action List – from 28th March 2022		
Topic	Person	Date to be Achieved
Charter	Nick	To Lynda by 25 th May
Te Tiriti of Waitangi – view power point from Karena, ready for discussion	All	For next meeting
Audit – Principal’s reporting to the board	Toby/Karena	To Lynda by 25 th May
Audit EEO – Survey Staff and complete report	Jennie/Ngapi	To Lynda by 25 th May
Strategic Priorities – Student Learning	Nick	To Lynda by 25 th May
NZSTA Conference on next Agenda	Lynda	NA
Delegations list – updated	Lynda	For next meeting
Newsletter	Andrew	ASAP - Before end of Term One