

Malfroy School Board
Minutes of Meeting held 30th May 2022

1.2 PRESENT:

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

Members:

Karena Ngata

1.3 APOLOGIES: Ngapi Coffin

1.4 DECLARATION OF INTERESTS: Nil

2. STRATEGIC DISCUSSIONS AND DECISIONS:

- 2.1 Charter – (refer Pages 15 to 21 of Principal’s report) updated; change year end date; submitted to Ministry last Friday.
- 2.2 Board PD (Te Tiriti o Waitangi) – presented by Karena (see Appendix 1); recommend spending 10 to 15 minutes at each board meeting; commitment from all members to look at the tools; Karena is happy to assist with PD with staff; by next meeting all members to look at te Hautu tool ready for discussion and process; Karena will send links to Margaret and Margaret will send out to members.
- 2.3 Board vacancies – Margaret has had a conversation with a grandparent who has shown interest in becoming a board member; ongoing in lead up to election.
- 2.4 Audit Principal’s report to the board – defer to June meeting
- 2.5 Audit EEO - defer to June meeting
- 2.6 Policy Review – C2 Delegations and committee principles, C4 and D9 Concerns and complaints with agreed changes; Re D9 - principal maintaining a register to report to the board, Nick and Jennie will review and bring back to next meeting

- ***Moved that policies C2, C4 and D9 be accepted with agreed changes and additions***

(Margaret Metcalfe/Karena Ngata)

CARRIED

- 2.7 Strategic Priorities Student Learning – defer to June meeting

- 2.8 Board Election – 7th September agreed to election date;

- ***Moved that Lynda de Silva be appointed Returning Officer***

(Jennie McLaren/Nick Brell)

CARRIED

3. MONITORING:

- 3.1 Principal’s Report (see Appendix 2) - ***Moved that the Principal’s report be accepted.***

(Nick Brell/Jennie McLaren)

CARRIED

- Resource consent is finally through for new buildings and we expect completion by the end of August; remediation of Rooms 13/14 unknown at this stage, they will move to Rooms 8/9 once Block A refurbishment is complete
- High enrolments of new entrants; looking at potential of establishing 2nd new entrant classroom or a part time teacher
- Covid-19 Safety Plan tabled

3.2 Finance Report (see Appendix 3) – ***Moved that the Finance report be accepted.***

(Jennie McLaren/Nick Brell)

CARRIED

4. AGENDA ITEMS:

- Audit – Principal’s reporting to the board (Toby/Karena)
- Audit – EEO (Jennie/Ngapi)
- Te Tiriti o Waitangi – members to review Hautu tool prior to June meeting ready for discussion
- Policy Review – D8 Managing challenging behaviour and physical restraint policy
- Annual Review – A1 Trustee register (defer to October re the election time change)
- Strategic Priorities – Student Learning
- Principal’s performance appraisal annual report

5. ADMINISTRATION:

5.1 Confirmation of Minutes (see Appendix 4) – ***Moved that the Minutes from 28th March, be accepted as a true and correct record***

(Margaret Metcalfe/Jennie McLaren)

CARRIED

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

(Jennie McLaren/Nick Brell)

CARRIED

5.3 Newsletter – Karena will contact Andrew to prompt; Lynda to use Karena’s webpage blurb for next newsletter; advertise board elections, include Margaret’s contact details

5.4 Web Page – Margaret will contact other members

5.4 RMPT Minutes/Finance Reports – minutes and finance reports tabled

5.6 MANZ Conference – acknowledgment that Helen is presenting at this year’s conference; staff and Trust members will be attending

6. In Committee

Moved in Committee

(Margaret Metcalfe/Nick Brell)
CARRIED

Subjects: March in committee minutes and budget review

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

(Margaret Metcalfe/Nick Brell)
CARRIED

- ***Moved that the budget review be adopted by the board as the Boards approved budget for 2022***

(Margaret Metcalfe/Nick Brell)
CARRIED

Moved out of Committee

(Margaret Metcalfe/Jennie McLaren)
CARRIED

Meeting Ended at 6.10pm

NEXT MEETING DATES @ 4.30pm:

27th June (Nick) 29th August (Karena) 19th September (TBC) 28th November (TBC)

Moved that the Minutes from 30th May 2022 be accepted as a true and correct record

Signed: _____
(Presiding Member)

Date: _____

Board Action List – from 30th May 2022		
Topic	Person	Date to be Achieved
Audit – Principal’s reporting to the board	Karena/Toby	Received
Audit EEO – Survey Staff and complete report	Jennie/Ngapi	To Lynda by 22 nd June
Te Tiriti of Waitangi – view Hautu link, ready for discussion	Margaret	ASAP
Policy Review – D8 Managing challenging behaviour and physical restraint policy	Lynda	N/A
Annual Review – A1 Trustee register (defer to October re the election time change)	Lynda	N/A
Strategic Priorities – Student Learning	Nick	To Lynda by 22 nd June
Principals performance appraisal – annual report	Nick/Margaret	To Lynda by 22 nd June
Newsletter (Karena to contact Andrew)	Andrew	ASAP
Newsletter (Karena’s blurb)	Lynda	This week
Newsletter (Election)	Lynda	ASAP
Web Page blurbs	Margaret	ASAP