

**Malfroy School Board**  
**Minutes of Meeting held 5<sup>th</sup> July 2022**

**1.2 PRESENT:**

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

**Members:**

Ngapi Coffin

**1.3 APOLOGIES:** Karena Ngata, Toby Brash

**1.4 DECLARATION OF INTERESTS:** Nil

**1.5 ADDITIONS TO AGENDA –** 3.2.3 Funding Application and 6.3 Study Leave Application

**2. STRATEGIC DISCUSSIONS AND DECISIONS:**

2.1 Board PD - Te Tiriti o Waitangi (see Appendix 1); board agrees to utilise te hau tu tool as a mechanism to assess current situation and future planning; suggest a series of board workshops; Nick to give his notes to Lynda to send out to members

2.2 Audit Principal's report to the board (see Appendix 2) – tabled and discussed; current format to remain the same; adopt recommendations; Lynda to add to board calendar last meeting of the year for reflection on how well the board is giving effect to PO's; thank you to Karena for an extensive audit report

2.3 Audit EEO - defer to August meeting

2.4 Policy Review (see Appendix 3) – D8 Managing challenging behaviour and physical restraint policy

- ***Moved that policies D8 be accepted, management to indicate policies and procedures to add to this policy***

(Jennie McLaren/Nick Brell)

**CARRIED**

2.5 Annual Review – A1 Trustee register defer to August meeting

2.6 Board Election – 7<sup>th</sup> September agreed to election date; recommend that if information of provider for online election is available in a timely manner that the board consider this option; Lynda will send out to all members as soon as information is to hand.

**3. MONITORING:**

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

(Nick Brell/Ngapi Coffin)

**CARRIED**

- Parent/Teacher interviews – new appointment system has been a challenge for caregivers and teachers, has not helped that DR Manager and EO were both out with Covid during this set up period therefore support for staff and community has been difficult; new report format appears complicated

- Last fortnight has been challenging with the large number of staff affected by Covid-19

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

(Jennie McLaren/Nick Brell)

**CARRIED**

- Acknowledgement to Lynda de Silva for continued high standard in presenting the annual report
- Tabled and accepted the 2021 Annual Report and Audit Completion Report
- Funding application – ***Moved that the Board agrees to support the funding application of \$17k for arts programme***

(Jennie McLaren/Nick Brell)

**CARRIED**

**4. AGENDA ITEMS:**

- Audit – EEO (Jennie/Ngapi)
- Hautu tool
- Policy Review – D8 Managing challenging behaviour and physical restraint policy
- Annual Review – A1 Trustee register
- Strategic Priorities – Technology
- Principal’s performance appraisal annual report

**5. ADMINISTRATION:**

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

(Jennie McLaren/Margaret Metcalfe)

**CARRIED**

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

(Jennie McLaren/Nick Brell)

**CARRIED**

- **Uniform guidelines – delegated to Management to review school policy and procedure**

5.3 Newsletter –ongoing; include Margaret’s contact details

5.4 Web Page – put on hold until after elections

5.4 RMPT Minutes/Finance Reports – finance reports tabled

**6. In Committee**

***Moved in Committee***

(Margaret Metcalfe/Ngapi Coffin)

**CARRIED**

**Subjects: May in committee minutes and teaching staff study leave application**

- ***Moved that the Board approves and supports study leave application.***

(Margaret Metcalfe/Nick Brell)

**CARRIED**

***Moved out of Committee***

(Margaret Metcalfe/Jennie McLaren)

**CARRIED**

Meeting Ended at 6.04pm

**NEXT MEETING DATES @ 4.30pm:**

29<sup>th</sup> August (Karena) 19<sup>th</sup> September (TBC) 28<sup>th</sup> November (TBC)

***Moved that the Minutes from 5<sup>th</sup> July 2022 be accepted as a true and correct record***

Signed: \_\_\_\_\_

(Presiding Member)

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

<b>Board Action List – from 5<sup>th</sup> July 2022</b>		
<b>Topic</b>	<b>Person</b>	<b>Date to be Achieved</b>
Hautu tool – Nicks notes to Lynda	Nick	ASAP
Audit EEO – Table report	Jennie/Ngapi	Received
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	Lynda	N/A
Strategic Priorities – Technology	Nick	To Lynda by 24 <sup>th</sup> August
Principals performance appraisal – annual report	Nick/Margaret	To Lynda by 24 <sup>th</sup> August
Newsletter (Karena to contact Andrew)	Andrew	ASAP
Newsletter (Karena’s blurb)	Lynda	This week
Newsletter (Election)	Lynda	ASAP
Web Page blurbs	Margaret	ASAP