

**Malfroy School Board**  
**Minutes of Meeting held 29<sup>th</sup> August 2022**

**1.2 PRESENT:**

Nick Brell	(Principal)
Awhina Kihi	(Staff Rep)
Lynda de Silva	(Minute Secretary)
Helen Ramsdale	(Staff)

**Members:**

Ngapi Coffin, Andrew Dunningham, Karena Ngata and Rotiki Williams

**1.2 APOLOGIES:** Nil

**1.3 DECLARATION OF INTERESTS:** Nil

1.3.1 Conflict of Interest Policy (see Appendix 1) - tabled

**1.4 ADDITIONS TO AGENDA:**

1.4.1 Whakawhanaungatanga – Karena

1.4.2 Thank you to previous board members

**2. STRATEGIC DISCUSSIONS AND DECISIONS:**

2.1 Election of Presiding Member:

***Moved that Ngapi Coffin is elected Presiding Member and Andrew Dunningham Deputy PM***

(Karena Ngata/Rotiki Williams)

**CARRIED**

2.2 Curriculum Report – Technology (see Appendix 2) presented by Helen Ramsdale

***Helen left the meeting @ 5.16***

2.3 Casual Vacancy:

***Moved that board will fill the vacancy by appointment***

(Karena Ngata/Rotiki Williams)

**CARRIED**

- Lynda will complete the process as per NZSTA

2.4 Code of Conduct (see Appendix 3) - tabled

2.5 Form sub committees and update delegations list (see Appendix 4)

- Finance – Nick, EO, Ngapi and Awhina
- Principal’s Appraisal – Ngapi and Karena
- Health & Safety - Andrew
- Fundraising – Rotiki

2.6 Board PD - Te Tiriti o Waitangi; Hautu tool discussion

- Karena – plan going forward is to ensure there is dedicated time in each board meeting to Te Tiriti
- Add 15 minutes at each meeting – as separate line item “Te Hautu” under strategic discussions and decisions

- Karena to put out a couple of date/time options for session
- Nick to email Karena with contact details of Melbourne presenters

2.7 Board Audit – EEO (see Appendix 5) tabled by Ngapi

- NZSTA provide EEO training
- Board support the recommendations
- Jennie to present to staff

2.8 Policy Review (see Appendix 6) – D8 Managing challenging behaviour and physical restraint policy

- Management to review retraining and training any new staff
- Lynda/Nick to add any/all associated management policy and procedure
- ***Moved that policies D8 be accepted, management to indicate policies and procedures to add to this policy***

(Andrew Dunningham/Ngapi Coffin)

**CARRIED**

2.9 Annual Review:

- A1 Trustee register (see Appendix 7) tabled
- Lynda to update Ngapi to PM and email to members

2.10 NZSTA Board Member Register:

- Members to use link to NZSTA and complete Appendix two

**3. MONITORING:**

3.1 Principal's Report (see Appendix 8) - ***Moved that the Principal's report be accepted.***

(Ngapi Coffin/Karena Ngata)

**CARRIED**

- Feasibility of management developing a programme that may incentivise students to increase their attendance; an example of a programme currently at RBHS; could consider kuia and kaumatua for liaison with families; connection to whanau is key, bridges the gap
- H&S photos not attached – table at next meeting
- NZ Histories PLD – sessions are booked but unsure of the facilitator availability

3.2 Finance Report – no report this period due to new board

**4. AGENDA ITEMS:**

- Hautu tool
- Principal's performance appraisal annual report
- Previous board members mihi – set aside time at the start of the next meeting to complete this; Ngapi to organise gifts
- Policy Review – D2 Curriculum Delivery
- Strategic Priorities – Connecting our Curriculum
- Charter – Strategic Planning

**5. ADMINISTRATION:**

5.1 Confirmation of Minutes (see Appendix 9) – ***Moved that the Minutes from 05<sup>th</sup> July, be accepted as a true and correct record with the following note:***

(Nick Brell/Ngapi Coffin)

**CARRIED**

- Policy review – noted that Policy D8 has been reviewed at July and August meeting

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

(Nick Brell/Ngapi Coffin)

**CARRIED**

5.3 Newsletter – Andrew to complete for this term, before the end of the term

5.4 Web Page – Lynda to upload to web page

5.4 RMPT Minutes/Finance Reports (see appendix 10) – reports tabled

- Additional acknowledgement of Helen’s presentation to Montessori annual conference

**6. In Committee**

***Moved in Committee***

(Nick Brell/Andrew Dunningham)

**CARRIED**

**Subjects: July in committee minutes and Principal’s Appraisal interim report**

***Moved out of Committee***

(Andrew Dunningham/Karena Ngata)

**CARRIED**

Meeting Ended at 6.52pm

**NEXT MEETING DATES @ 4.30pm:**

19<sup>th</sup> September (Karena)      31<sup>st</sup> October (TBC)      28<sup>th</sup> November (Ngapi)

***Nibbles Roster – Members name against next meeting date, in bracket is next responsible for board meeting nibbles.***

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

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

<b>Board Action List – from 29<sup>th</sup> August 2022</b>		
<b>Topic</b>	<b>Person</b>	<b>Date to be Achieved</b>
Hautu tool – Nicks notes to Lynda	Nick	ASAP
Te Hautu – Karena to put dates/times options for board session	Karena	ASAP
Strategic Priorities – Connecting our Curriculum	Nick	To Lynda by 24 <sup>th</sup> August
Policy Review – D2 Curriculum Delivery	Lynda	N/A
Casual Vacancy	Lynda	Within NZSTA timeline
EEO report back to staff	Jennie	ASAP
A1 Trustee Register – update and email to members	Lynda	ASAP
NZSTA Appendix 2 – members to use link to register	All	ASAP
Newsletter blurb	Andrew	ASAP
Web Page blurbs	All (except Karena)	ASAP
Board morning tea for staff by end of term	Nick/Awhina/Lynda	TBC
<b><i>In Committee:</i></b>		
Principals performance appraisal – final report	Nick/Ngapi	To Lynda by 24 <sup>th</sup> August