

Malfroy School Board  
Minutes of Meeting held 19<sup>th</sup> September 2022

**1.2 PRESENT:**

|                |                    |
|----------------|--------------------|
| Ngapi Coffin   | (Presiding Member) |
| Nick Brell     | (Principal)        |
| Awhina Kihi    | (Staff Rep)        |
| Lynda de Silva | (Minute Secretary) |

**Members:**

Rotiki Williams

**1.2 APOLOGIES:** Karena Ngata

**1.3 DECLARATION OF INTERESTS:** Nil

**2. STRATEGIC DISCUSSIONS AND DECISIONS:**

- 2.1 Mihi to previous board members to be deferred to November meeting; Ngapi has made contact with Margaret and Jennie, Toby has not replied yet.
- 2.2 Casual Vacancy – update; 28 days expires on 30<sup>th</sup> September, no objections to appointment to date; Nick to follow up with prospective parent to see if they can attend November meeting
- 2.3 Charter – STP meeting for board and 31<sup>st</sup> October @ 3.30pm
- 2.4 Board PD - Te Tiriti o Waitangi; Hautu tool discussion deferred to next meeting; Karena has emailed members the Phase 1, Readiness doc
- 2.5 Policy Review (see Appendix 1) – D2 Curriculum Delivery policy

***Moved that policy D2 Curriculum Delivery policy be accepted***

(Ngapi Coffin/Awhina Kihi)

**CARRIED**

**3. MONITORING:**

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

(Nick Brell/Rotiki Williams)

**CARRIED**

- Questions raised around front car park health and safety; Nick will put a reminder in the newsletter to community about dangers some drivers are creating particularly in the afternoons; Nick will ask staff for thoughts at Thursday forum and follow up locking of gates

3.1.1 Strategic Priorities - Connecting our Curriculum

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

(Ngapi Coffin/Nick Brell)

**CARRIED**

#### 4. AGENDA ITEMS:

- Previous board members mihi – set aside time at the start of the next meeting to complete this; Ngapi to organise gifts
- Policy Review – D6 Health and Safety
- Charter – Strategic Planning
- Draft Variance report
- Strategic Priorities – Theory of Improvement
- RMPT MOU review

#### 5. ADMINISTRATION:

5.1 Confirmation of Minutes (see Appendix 4) – ***Moved that the Minutes from 29<sup>th</sup> August, be accepted as a true and correct record with the following note:***

(Ngapi Coffin/Awhina Kihi)

**CARRIED**

5.2 Correspondence (see Appendix 5) – ***Moved that Inwards Correspondence be accepted and the Outwards Correspondence be approved.***

(Ngapi Coffin/Nick Brell)

**CARRIED**

5.3 Newsletter – Ngapi to follow up with Andrew; Lynda will forward Rotiki’s blurb to Gaylene

5.4 Web Page – Currently have Karena and Rotiki uploaded

5.4 RMPT Finance Report (see appendix 6) – report tabled

#### 6. In Committee

***Moved in Committee***

(Ngapi Coffin/Awhina Kihi)

**CARRIED**

**Subjects: August in committee minutes and Principal’s Appraisal final report**

- ***Moved that the In Committee minutes from 29<sup>th</sup> August be accepted as a true and correct record.***

(Ngapi Coffin/Rotiki Williams)

**CARRIED**

- Principal’s Appraisal final report was tabled and discussed; Appraisal subcommittee will convene to discuss prospective appraisers

***Moved out of Committee***

(Ngapi Coffin/Awhina Kihi)

**CARRIED**

7.1 Meeting Evaluation – One a term, electronic, members straight to Ngapi

Meeting Ended at 6.01pm

**NEXT MEETING DATES:**

31<sup>st</sup> October – Charter meeting at 3.30pm (Karena)

28<sup>th</sup> November at 4.30pm (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 19<sup>th</sup> September 2022</b> |                       |   |
|--|-----------------------|---|
| <b>Topic</b>   | <b>Person</b>         | <b>Date to be Achieved</b>  |
| Hautu tool – Nicks notes to Lynda                              | Nick                  | ASAP  |
| Strategic Priorities – Theory of Improvement                   | Nick                  |   |
| 2023 Charter progress (notes)                                  | Nick                  | 16 <sup>th</sup> November 2022                                    |
| Draft Variance Report  | Nick                  |   |
| Policy Review – D6 Health and Safety                           | Lynda                 | N/A   |
| Casual Vacancy   | Lynda                 | 30 <sup>th</sup> September 2022                                   |
| RMPT MOU Review  | Nick                  | Meet with RMPT then report back by 16 <sup>th</sup> November 2022 |
| Newsletter blurb   | Andrew                | ASAP  |
| Web Page blurbs  | Ngapi, Awhina, Andrew | ASAP  |
| <b><i>In Committee:</i></b>                                    |                       |   |
| Principal’s Appraiser  | Nick/Ngapi/Karena     | By February 2023 bring timeline of achievement or proposal        |