

Malfroy School Board
Minutes of Meeting held 28th November 2022

1.2 PRESENT:

Ngapi Coffin	(Presiding Member)
Nick Brell	(Principal)
Awhina Kihi	(Staff Rep)
Lynda de Silva	(Minute Secretary)
Margaret Metcalfe	
Teina Taute	
Wendy Falconer	

Members:

Rotiki Williams and Karena Ngata

1.2 APOLOGIES: Sarah Francis

1.3 DECLARATION OF INTERESTS: Nil

2. STRATEGIC DISCUSSIONS AND DECISIONS:

2.1 Mihi to previous board members

2.2 Casual Vacancy – After 28th September 2022 no objections to filling the casual vacancy by appointment had been received. Therefore, ***moved that the board fills the casual vacancy by appointment***

(Karena Ngata/Awhina Kihi)

CARRIED

- **Richard Collins has expressed interest**
- **Boards focus is diversity across the community -**

2.3 Charter – included in Principal’s report

2.4 Board PD - Te Tiriti o Waitangi; shared Hautu tool, each member to choose one question, put their name against it and complete the question; for February meeting; mataiahu; set up folder in board drive; Karena will refresh document to members

2.5 Policy Review (see Appendix 1) – D6 Health and Safety

Moved that policy D6 Health and Safety policy be accepted

(Nick Brell/Awhina Kihi)

CARRIED

3. MONITORING:

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

(Nick Brell/Karena Ngata)

CARRIED

3.1.1 Strategic Priorities – Draft Analysis of Variance

Wendy – Reading and Mathematics

Teina – Reading and Rumaki Maori

Wendy, Teina left at 5.45pm

Mihi to Margaret for her work with the previous boards

Margaret left at 5.49pm

3.1.2 Strategic Priorities – Theory of Improvement

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

(Ngapi Coffin/Awhina)

CARRIED

3.2.1 Ten Year Plan – ***Moved that the 10 Year Plan be adopted.***

(Ngapi Coffin/Rotiki)

CARRIED

4. AGENDA ITEMS:

- Policy Review – D3 Personnel
- Charter – Strategic Planning
- Final Variance report
- Strategic Priorities –
- RMPT MOU review - March

5. ADMINISTRATION:

5.1 Confirmation of Minutes (see Appendix 4) – ***Moved that the Minutes from 19th September, be accepted as a true and correct record with the following note:***

(Ngapi Coffin/Nick Brell)

CARRIED

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

(Ngapi Coffin/Rotiki)

CARRIED

5.3 Newsletter – Awhina

5.4 Web Page – No further profiles have been received to upload

5.5 RMPT Finance Report – nil received; student farewell dinner next Friday followed by AGM

5.6 NZSTA Registration – new members directed to website to register their membership

6. In Committee

Moved in Committee

(Ngapi Coffin/Nick Brell)

CARRIED

Subjects: September in committee minutes, Principal’s Appraisal subcommittee formation, Leave requests and 2023 Draft Budget

- ***Moved that the In Committee minutes from 19th September be accepted as a true and correct record.***

(Rotiki Williams/Ngapi Coffin)

CARRIED

- Principal’s Appraisal subcommittee – Ngapi, Nick, and Karena; first meeting TBC, before next board meeting
- Leave requests – Moved that the board approves the leave request from Raeleen W-Hulme and Shaaron Piatek is approved;
Karena Ngata/Awhina Kihi
- 2023 Draft Budget (Rotiki/Awhina)

Moved out of Committee

(Nick Brell/Karena Ngata)

CARRIED

7.1 Meeting Evaluation – One a term, electronic, members straight to Ngapi – Lynda to resend to Rotiki, Awhina

Meeting Ended at 7.00.pm

NEXT MEETING DATES:

27th February	27th March	29th May	26th June	31st July	28th August
30th October	27th November				

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

Signed: _____
(Presiding Member)

Date: _____

Board Action List – from 28th November 2022

Topic	Person	Date to be Achieved
Hautu tool – Nicks notes to Lynda	Nick	ASAP
	Nick	
Final Variance Report	Nick	
Policy Review –	Lynda	N/A
RMPT MOU Review	Nick	
Newsletter blurb	Andrew	ASAP
Web Page blurbs	Ngapi, Awhina, Andrew	ASAP
<i>In Committee:</i>		
Principal's Appraiser	Nick/Ngapi/Karena	By February 2023 bring timeline of achievement or proposal