

## **Kokopu School Board of Trustees Meeting Monday 25<sup>th</sup> September 2017**

**Present:** Katrina Cowie, Shaun McMurchy, Mark Ashcroft, Mark Ashcroft, Paul Ruddell, Judy Woods, Jennifer Hibbert, Vicki Lye.

**Apologies:** Haylee Matthews, Trent Guy.

### **Strategic Decisions:**

#### **1: Policy:**

- Property Management: Guidelines, point 2 the word produced changed to reviewed. 5 year development plan changed to 5 Year Agreement. Delete point 5. Point 4: add in after property maintained – to a high standard. Moved: Katrina, Seconded: Sean Carried.
- Healthy Food: Change title to say Policy not Procedure. Point 1: insert between ‘of’ and ‘food’ the word healthy. Point 7, full stop at importance and delete the rest. Delete points 3 and 8. Moved Katrina, Seconded: Judy, carried.
- Discussed how the Board is ensuring they are effectively reviewing policies/procedures, i.e. making sure each policy/procedure is relevant, up to date/compliant with current law etc... Mark discussed how he would like to document policy/procedure/charter document reviews/discussions had with staff and individuals, and how he can be more systematic in his reporting to the BOT.

#### **Discussions:**

1. **Management Unit Presentation:** Jennifer presented her Unit holder Plan. Documents attached. Discussion over the document ensued and questions were answered around student achievement. Katrina would like to make room in the budget for teachers to take time out to do planning as planning is tailored to learning needs and teaching practice. Thank you Jennifer for your time and presentation.
2. **Principals Report:**
  - Target Group Assessment Data (TGAD) – Mark provided BOT with a copy of TGAD.
  - Buildings –We are at 100% of our school footprint. Mark has approached the MoE and they have agreed that a new classroom needs to be placed. They have visited to look at possible classroom placement ideas. The current thinking is the caretaker’s garage is the best place for it. The garage would be moved towards the teacher’s carpark. It would be a relocatable classroom of quality. At this point there is no set timeline for this to occur. The gifting of the library to the MoE was also discussed with the Ministry officials. Mark suggested that this is something we need to seriously investigate. Mark will have a conversation with Mike Glover.
  - School Self Review, change to charter. – Mark presented BOT with a copy of the new and old School Self-Review Calendar. Mark explained how he requires more time in order to make sure that what is planned in the calendar actually gets done, because at the moment on .6 release it only takes a small number of “interruptions” on those non-contact days for his time to be eaten up. He is looking at moving to .8 perhaps next year. Mark feels he needs to be more targeted in his charter/self-review feedback to the Board, so the BOT is totally informed of changes, progress made etc... Board discussed Mark’s comments/suggestions. Will continue to look at the suggestions made by Mark at the next meeting. The board favourably supports the increase in principal release time to .8 due to increase in student numbers and staff. This is to be discussed and a decision made next year.

- **Staffing** – Mark informed the Board of the hiring of Penny as a general teacher aid in Room 1. The Board were also informed of the hiring of Anna Boaz as the new release teacher in Room 5 in a permanent 0.6 position. She will be starting in Week 1 of Term 4. As a result of Anna being hired, 6 children will be moved into Room 5 at the start of next term from Room 4.

3. **BOT Self Review** – held over until the next Board meeting.
4. **BOT Training** – No one was able to attend the conference up north. Judy has done some on line training, and Katrina encouraged the BOT too look for training and take advantage of the opportunities. Katrina asked the BOT members to consider the chairperson position next year as part of succession planning as she intends to stand down as board chair.
5. **COL Feedback** – Katrina and Mark attended the recent meeting. There was discussion around establishing a stewardship group within our COL. Roles and responsibilities were discussed. 1 representative from Kokopu School is required for the stewardship group. The next meeting is this Wednesday 27 Sept at 6pm, Judy will attend.  
**Parent Consultation** – Date: Tuesday November 7<sup>th</sup>, 6pm. Board to meet Week 2 T4 (Tuesday 24<sup>th</sup> October) to discuss topics for evening, 6pm. General discussion about end of year concert and length of time it will take to include whole school, sports, academic and calf club presentation of awards. This is to be one of the topics to be discussed at the consultation evening to get community/parents input what they would like to see on the night.
6. **Calf Club** – 28<sup>th</sup> of October.
7. **Personnel Contracts** – Mark asked the Board to make Cindy a permanent member of staff. The board agreed to Mark doing this. Unanimous.
8. **Resolution** – A resolution was made to apply to Pub Charity for funding to replace the old projectors and to apply to get two more smartboards due to having to establish two more classrooms. Judy moved this, Paul seconded, unanimous.
9. **Water tank** – cleaned in the last couple of weeks, paid for on the 19<sup>th</sup> of September.

#### **Monitoring:**

1. **ERO Action Plan** – ERO inspection to take place in either Term 1 or 2 of 2018. Board provided with a copy of the action plan, with actions yet to occur highlighted in yellow. Mark discussed how links with the local Marae are being established. Mark suggested that something we can look into is establishing some sort of a night school here at school for Maori language and opening it up to parents as well as staff.
2. **Financial Report** –
  - \*Shaun has bought tools and they will be listed on the asset register. We will do a tool audit once a year. There are still a few more tools to buy.
  - \* Investments reviewed. Term deposits will be offered by ASB when the next Operational Grant is paid out at the beginning of October.
  - \* Vicki will contact families who have left the school that are in credit and see what they want to do with their money ie. refund or donate to the school. Katrina moved the Garrick account is written off as they have left, unable to contacted and the account has been outstanding for quite some time. Everyone agreed. All accounts are capped at \$250.00 per family to avoid large debts occurring. Katrina Moved the accounts are accepted, Shaun seconded, unanimous.
3. **Banked Staffing Report** – Reviewed banked staffing and relief teacher use. Katrina recommended Mark's principal release time should be 4 days out of the classroom as at present he is taking 3 days and entitled to 4. Mark would like to keep his release days at 3

for now. After school care – discussed the p and l and the impact of another staff member on the cost of running this as 2 ASC leaders are required when there are more than 10 children. Mark recommended monitoring asc costs until the end of the year and then deciding on whether we need to increase the price to say \$6.50 per session per child.

4. **Roll 112**

**Confirmation of Previous Minutes and Matters Arising:**

- Decile Review – No discussion ensued. Vicki has requested information about this and will feedback at next BOT meeting.
- Katrina moved, Sean seconded, carried.

**Correspondence:**

**In:** Life Ed – Health and Safety Policy  
ACC – Health and Safety workplaces  
NAIT – Registration  
NZSTA - News  
Education Gazette  
MOE Revised stand-down and suspension documents part2  
Caretakers and cleaners employment agreement booklet

**Out:** Nil

**Date and Agenda items for next meeting.** Next meeting – Tuesday 21<sup>st</sup> November 6pm (Final meeting for the year)

Agenda items for next meeting:

BOT self review

School self review

Consultation Evening review

Decile Review

End of Year Concert, Gifts for Staff

**IN committee - Nil**

Meeting closed: 10.08pm

*This is a true and correct record of the Kokopu School Board of Trustees Meeting held on Monday 25<sup>th</sup> September 2017.*

Signed \_\_\_\_\_

*Mark Ashcroft*

*PRINCIPAL*