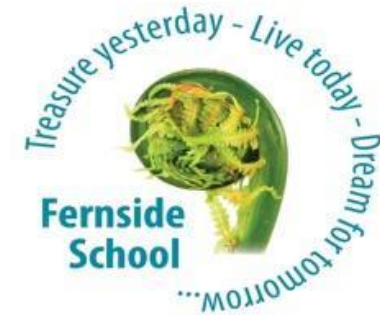


Fernside School
Board of Trustees Minutes
Tuesday 14TH MAY 2019
School Library



AGENDA ITEMS	MINUTE DISCUSSION	ACTION/PERSON/TIME
<u>Administration</u> <u>Meeting Commenced:</u> Present: Apologies: In Attendance: 1.4 Declaration of Conflict of Interest:	7.06 pm Geoff Gale, David Taylor, Matthew Dwan, Greg Ward, Andrew Owens, Paula Howard, Nicki Barr None Sandi Hunt (recording minutes) & Andrew Spencer (Deputy Principal) Andrew was granted speaking rights. A member of the school community was also in attendance as an observer. None.	
<u>2. Governance</u> 2.1 Governance Manual Presentation:	By Greg Ward. NZSTA have updated the Governance Manual template, modernized the formatting and have divided it into sections. <ul style="list-style-type: none"> • An Introduction with key legislative requirements, to BOT governance framework • Part A: Annually Updated • Part B: Governance Policies • Part C: Processes & Procedures • Part D: Operational Policies 	

	<ul style="list-style-type: none"> • Triannual Review Programme. <p>Greg downloaded this NZSTA Governance example and updated the Fernside School Governance Manual with the changes the BOT has made during previous meetings.</p> <p>Greg tabled the updated Manual in the Correspondence but recommended that the BOT digest the new copy before minuting and adopting the updated version.</p> <p>Greg recommended the BOT keep a copy readily available at each meeting for reference and clarity. He also recommended that the BOT dedicate 10-15 minutes at every meeting to review and update the manual (and note the date of changes.)</p> <p>He advised that the induction section and templates for new trustees would be particularly helpful for inducting our new trustees.</p>	<ul style="list-style-type: none"> • Sandi to insert BOT Calendar & Charter in Part A. • Sandi to print hard copies, bind and send out for all BOT members to review. • Geoff requested all BOT members review before next meeting.
2.2 Crowe Horwath Auditor 2018 Annual Report, Representation Letter, Recommendations/Management Points for Consideration & 2018 Financial Statements	<p>Geoff tabled these in Correspondence prior to the meeting and reviewed them on screen with the BOT at the meeting.</p> <p>David and Geoff had completed a response to the recommendations & management points for consideration which he shared with the BOT.</p> <p>Geoff conveyed that he is comfortable with the report and processes that Management are following.</p> <p>Geoff and David both signed the Representation Letter and 2018 Financial Statements. These will be returned to Crowe Horwath and the Ministry tomorrow and the 2018 Financial statements will be posted on the school website.</p>	<ul style="list-style-type: none"> • Sandi to return signed documentation to Crowe Horwath Auditor. • Sandi send signed Annual Report & Financial Report to Ministry. • Sandi post 2017 & 2018 Financial Reports on School Website
2.3 Principal Appraisal:	<p>Geoff, Andrew Owens and David have met and set an appraisal plan.</p> <p>The framework is based on:</p> <ul style="list-style-type: none"> • MOE and Education Council requirements, • Employment Agreement & Policy to ensure requirements are met & align, • The Strategic plan and that • Objectives reference back to the professional standards. Geoff shared examples. • Support personal professional development & personal growth <p>Components of this framework are also being used to provide an Appraisal template for Andrew Spencer which will include EOTC & PB4L programmes.</p>	

<p>3.4 Calendar Check/Update/Additions</p>	<ul style="list-style-type: none"> Philippe to attend the June BOT meeting and lead a culturally inclusive greeting & farewell. Induction process – share, discuss, nibbles, drinks Debrief for new trustees immediately after meeting / accessibility to members <p>Insert BOT election dates into Calendar. Insert NZSTA training dates/courses as they come to hand.</p>	<ul style="list-style-type: none"> Sandi to insert election dates. Sandi to insert NZSTA courses/dates.
<p><u>4. Principal/Management Report</u></p> <p>NAG 1 Curriculum Review:</p> <p>NAG 2 Self Reviews:</p> <p>NAG 3 Personnel:</p> <p>NAG 4 Finance/Property/Future Planning</p> <p>NAG 5 Health & Safety Report/Community Consultation</p> <p>NAG 6 Administration:</p>	<p>Circulated via the Team Drive, was taken as read.</p> <ul style="list-style-type: none"> PE/Health Education: Discussed under Principal Assurances. A report will be presented at the next meeting. Teacher Registrations/Police Vetting: All current teaching staff have up to date registration status. All Police Vetting is current and actively monitored. No report. Budget Update: As per the CES report. These included amendments to the Annual Report after changes from the auditor and the Maintenance Provision, as moved at the last meeting. These were discussed. Banked Staffing: Noted in David's report is driven by the SUE Report. This was explained and discussed. Sue Report – A BOT member is to review a SUE Report once per term – this will be added to Matthew's regular financial checks as BOT Finance Representative. April Injury/Incident Report tabled in Correspondence. NZEI Stop Work Meeting: Strike Day 29th May 2019. Swimming Pool Audit - completed Length of School Year confirmed as 390 days. 	<ul style="list-style-type: none"> David & Andrew both up for renewal this year. – Duly noted. Sandi will add requirement to Governance Manual under Finance.

<p>6.3 Inwards/Outwards Correspondence:</p>	<p>Geoff moved that the Inwards Correspondence entered on the team drive be tabled and accepted as a true and accurate record. Geoff / Carried.</p>	
<p>6.4 Other:</p>	<p>Teacher Stop-work Meeting/Strike – The expectation is that schools will remain open for instruction but all Union members must be allowed to strike!</p> <ul style="list-style-type: none"> • MOE must be given prior notification. • The BOT discussed previous strike action. • No correspondence or notifications have been received from the NZSTA yet. • Geoff shared information on the NZSTA website regarding strike action. • The BOT reviewed the notice relayed to Parents last year and decided to adopt the same wording. <p>The BOT decided to close the school for health and safety reasons as there are insufficient resources available to remain open. We ask that parents keep their children home on this day. Although the BOT is disappointed that strike action is being undertaken again, and acknowledges the disruption to students and parents, we do stand in full support of our teachers. We believe it is in the interests of the whole community that the teaching profession is resourced to a level that allows all teachers to perform effectively for all children.</p> <p>2019 NZSTA Canterbury Conference Awards – three awards have been granted for trustees to attend the 2019 National NZSTA Conference and Annual General Meeting in Dunedin. The award covers conference registration and accommodation for the evenings of 11, 12, 13 July 2019. Details were included in the correspondence folder.</p> <p>New Entrant Family Morning Tea: on Wednesday 29th May has been re-scheduled to 5th June due to the Teacher Strike day.</p>	<ul style="list-style-type: none"> • David will notify MOE of school closure • Notify Torlesse / Bus Driver • Notify parents electronically via Hail this week and follow up with paper copy next week. • Send NZSTA Strike action spreadsheet by 5pm day after strike.

<p><u>7. Meeting Closure</u></p> <p>7.1 Preparation and date for next Meeting:</p> <p>7.2 Evaluation of Meeting:</p>	<p>Preparation (see 5 above)</p> <p>Next Meeting: Tuesday 11th June 2019 @ 7pm in the library.</p> <p>How well did we accomplish the results we expected from this meeting based on the set agenda?</p> <p> Not at all Very Well Run </p> <p style="text-align: center;"> 1 2 3 4 ⑤ </p> <p>Comment: Productive plans moving forward but require continual focus on links to Governance & Strategic Planning. Governance vs Management clarity is more evident.</p> <p>Meeting Closed: 10 pm</p>	<ul style="list-style-type: none"> • Prior to each meeting Sandi will Email BOT members to advise when Principal Report and Correspondence items are available in the Team Drive.
<p>Minutes: Accepted/Signed</p>		<p>Date: 11/06/2019</p>