Fernside School Board of Trustees Minutes Tuesday 14TH MAY 2019

School Library



AGENDA ITEMS	MINUTE DISCUSSION	ACTION/PERSON/TIME
Administration		
Meeting Commenced:	7.06 pm	
Present:	Geoff Gale, David Taylor, Matthew Dwan, Greg Ward, Andrew Owens, Paula Howard, Nicki Barr	
Apologies:	None	
In Attendance:	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.	
1.4 Declaration of Conflict of Interest:	None.	
2. <u>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. 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 	

	Triannual Review Programme.	
	 Greg downloaded this NZSTA Governance example and updated the Fernside School Governance Manual with the changes the BOT has made during previous meetings. Greg tabled the updated Manual in the Correspondence but recommended that the BOT digest the new copy before minuting and adopting the updated version. 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.) He advised that the induction section and templates for new trustees would be particularly helpful for inducting our new trustees. 	 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 2.3 Principal Appraisal: 	 Geoff tabled these in Correspondence prior to the meeting and reviewed them on screen with the BOT at the meeting. David and Geoff had completed a response to the recommendations & management points for consideration which he shared with the BOT. Geoff conveyed that he is comfortable with the report and processes that Management are following. 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. Geoff, Andrew Owens and David have met and set an appraisal plan. The framework is based on: 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 Components of this framework are also being used to provide an Appraisal template for Andrew Spencer which will include EOTC & PB4L programmes. 	 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

2.4 Policy Reviews:		
Surrender & Retention of Property		
& Searches		
Emergency Planning & Procedures	In light of the recent event at the Mosques in Christchurch lockdown procedure are	
	currently being reviewed by the MOE. We will adopt their recommendations and	
	review and update our procedures when this has been completed.	
3. Strategic Planning		
3.1 BOT Communication	Geoff's updated and posted the Communications Plan in Correspondence.	Geoff will share the
Strategy/Framework:	It was reviewed and discussed by the BOT.	Communication Plan with the
	Further suggested inclusions were:	PTA.
	Request In Zone Enrolments annually from the School Community.	
	End of Year Prize-giving.	
	BOT annual acknowledgement to staff and key stakeholders.	
	Staff end of year morning tea.	
	Add BOT Communication Plan to Governance Manual.	
	Geoff will share this proactive, supportive coms plan with the PTA.	
	The BOT will continue to establish engagement, promote social wellbeing and	
	positive role models with community stakeholders (like Rymans.)	
3.2 Charter Goal 2: Producing Global Citizens	The update was included and discussed in David's Principal Report.	
5.2 Charter Gour 2. Houdeing Global Chizens	The Curriculum & Student Achievement Policy was also included in his report and	
	was discussed.	
3.3 Election Update	Sandi updated BOT on the key dates and the nominations received to date.	
	Nominations close Friday 24 th May. If the 3 required nominations are	
	received an election will not be required and the 3 trustees will be duly elected.	
	 If more than 3 nominations are received a vote will be required and papers 	
	will be sent out to all eligible voters by Wednesday 29 th May.	
	 Voting closes at noon on Friday 7th June. 	
	 The votes are counted Thursday 13th June. 	
	 New Trustees take office on Friday 14th June 2019. 	
	If the BOT does not require an election the next 4 bullet points will be	
	required.	
	• David & Geoff to meet and have site visit with new Trustees prior to the	
	June BOT meeting.	

3.4	Calendar Check/Update/Additions	 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 Insert BOT election dates into Calendar. Insert NZSTA training dates/courses as they come to hand.	 Sandi to insert election dates. Sandi to insert NZSTA courses/dates.
<u>4</u> .	Principal/Management Report	Circulated via the Team Drive, was taken as read.	
	NAG 1 Curriculum Review:	 PE/Health Education: Discussed under Principal Assurances. A report will be presented at the next meeting. 	
	NAG 2 Self Reviews:	• Teacher Registrations/Police Vetting: All current teaching staff have up to date registration status. All Police Vetting is current and actively monitored.	• David & Andrew both up for renewal this year. – Duly noted.
	NAG 3 Personnel:	• No report.	
	NAG 4 Finance/Property/Future Planning	 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 Steffing: Noted in David's report is driven by the SUE Report. 	
		 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. 	 Sandi will add requirement to Governance Manual under Finance.
	NAG 5 Health & Safety Report/ Community Consultation	April Injury/Incident Report tabled in Correspondence.	
	NAG 6 Administration:	 NZEI Stop Work Meeting: Strike Day 29th May 2019. Swimming Pool Audit - completed Length of School Year confirmed as 390 days. 	

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	Principal Assurances:	 Medicines & Illness – Registered and monitored. Risk Management – Hazard Register all completed with evidence. Andrew Spencer, advised the BOT that Rugby (included in Friday afternoon school sport) is considered a higher risk activity. Teachers involved must have completed a Rugby Smart course and EOTC best practice requires that the school must have BOT approval to participate. 	
	<u>Motion</u> : <u>Moved</u> :	School management requests BOT approval for Rugby to be included as a Friday Sport for 2019 based on EOTC procedures being followed, and as an assessment of Rugby being identified high risk. Andrew/ Paula/ Carried.	
	Other:	 School bell/Lockdown/ Fire system: a quote has been requested to update these systems throughout the school. David received the quote today from Wormalds, who currently service the fire system. The quote was discussed. The cost to update these systems has been budgeted for and approved in the asset plan. The BOT requested David obtain another quote and gave approval to proceed subject to the quote meeting the approved budgeted amount. Current bell times: Staff are reviewing these to maximise resourcing and learning blocks. 	• Geoff will refer another provider for a quotation.
<u>5</u> .	<u>Identify Agenda for Next</u> <u>Meeting</u>	 Review Governance Manual Review BOT Communication Plan 	 Sandi will post the Agenda as soon as the draft has been approved by Geoff and notify BOT members. Sandi will post the Principal Report in the Team Drive as soon as possible prior to the meeting and notify BOT members.
<u>6</u> .	Administration		-
	Confirmation of April Minutes:	Geoff moved the Minutes dated 9 th April 2019 be ratified as a true and accurate record. Geoff / Carried.	
<u> </u>	Review Action Points:	Completed.	

6.3 Inwards/Outwards Correspondence:	Geoff moved that the Inwards Correspondence entered on the team drive be tabled and accepted as a true and accurate record. Geoff / Carried.	
6.4 Other:	 Teacher Stop-work Meeting/Strike – The expectation is that schools will remains open for instruction but all Union members must be allowed to strike! 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. 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. 	 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.
	 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. New Entrant Family Morning Tea: on Wednesday 29th May has been re-scheduled to 5th June due to the Teacher Strike day. 	

 7. Meeting Closure 7.1 Preparation and date for next Meeting: 7.2 Evaluation of Meeting: 	Preparation (see 5 above) Next Meeting: Tuesday 11 th June 2019 @ 7pm in the library. How well did we accomplish the results we expected from this meeting based on the set agenda? Not at all Very Well Run 1 2 3 4 5 Comment: Productive plans moving forward but require continual focus on links to Governance & Strategic Planning. Governance vs Management clarity is more evident. Meeting Closed: 10 pm	• Prior to each meeting Sandi will Email BOT members to advise when Principal Report and Correspondence items are available in the Team Drive.
Minutes: Accepted/Signed		Date: 11/06/2019