



**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON MONDAY, 13 MARCH 2017
AT 5.30 p.m.
IN THE BOARD ROOM**

Present:	Debby Rosevear (Chairperson), Jacqui Pascoe (Principal), George Matheson (Staff Trustee), Gary Marshall, Brendan Cowles, Andrew Osborne, Riki Culley (Associate Principal), Tanya Joyner
In Attendance:	Darlene Te Karu (Kaha Education) Loren Treacy (Minute Secretary)
Apologies:	Nil
Karakia	Board
Declaration of interests:	Nil

1. PRESENTATION

A presentation was given by Darlene Te Karu, Facilitator, of Kaha Education.

The Ministry of Education established a team in 2008 to look at the severe behaviour of some children. PB4L originated from this, which a review found was successful in some schools but did not meet requirements for schools with more extremes of behaviour. It was found that there was a need for a more culturally responsive programme and from this, Huakina Mai was formed.

This is a 2-year process to achieve a lens change. Staff will be taken through the framework and how to administer culturally responsive inclusion in their practice. Generally, in the first year help is given to teachers to navigate their way through the framework; identification of what they are doing and then identification of gaps.

Kaha Education undertook a survey of Year 5-8 students and teachers at Marshland School last year. Data has been analysed and the school's management team was acknowledged for the work undertaken in the areas required to be focussed upon.

Whilst suitable for all, Huakina Mai is a programme with entirely Maori input as Maori bring the integrity to the plan and the decision making.

At the conclusion of the 2 year programme, a shift in teaching practice would like to be seen and will be achieved through teacher inquiry. This will be reported back to the Ministry of Education and Ngai Tahu.

Documentation was tabled at the meeting for the information of the Board and Darlene Te Karu was thanked for her presentation and left the meeting at 6:20 p.m.

2. ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

The roles and responsibilities of Board members was circulated at the meeting.

3. BOARD TALK

The following is to be included in Board Talk which will be put out at the end of the term:

- ERO visit. Awaiting results but initial feedback is positive. The official report will be received within 3 months and will be placed on the school's website.
- Ministry of Education has agreed to re-sow all the field and put in an irrigation system.
- Student feedback.

4. AIMS GAMES

The Principal advised that there is a small group of parents who wish to take their children to the Aims Games in Tauranga. A letter is to be sent to the Board seeking approval to fundraise to meet the costs of this trip. The Board were requested to give consideration to this request and were in agreement that there is a need for a Board Policy to be established to set guidelines for requests such as this in the future.

5. SELF-REVIEW

Policies for review this term are:

- Separated parents day-to-day care and guardianship
- Recognition of cultural diversity
- Staff leave

The Board was requested to review these policies and any alterations to be undertaken online. Recognition of cultural diversity will be placed in the newsletter for parental feedback.

Action: Board and Jacqui Pascoe

6. PRINCIPAL'S REPORT

As previously circulated and spoken to by the Principal.

Nag 1 – Strategic Goal 1

- The Charter and Annual Action Plan have been submitted to the Ministry of Education.
- Priority students have been identified and accelerated programmes have begun.
- Literacy and Maths coaches have met with their teams.

Strategic Goal 3

- A fish and chip night is to be run by the SCG on 30 March.
- A whanau hui is to be held on 23 March.
- 94% turnout for goal setting interviews with very positive feedback received.
- Cyber safety workshop for parents to run Week 8 of Term 1.
- SCG discussing school fair but logistics of achieving this could prove difficult.

Nag 3 – Personnel

- Professional development has commenced with an external facilitator working with individual teams.

Nag 4 – Property

- Still working through defects of Stage 2. The Principal is communicating with the Ministry of Education on a regular basis.
- The Ministry of Education has agreed to pay for the community garden.
- Ferndale School has signed the POD (Property Occupancy Document).

Nag 5 – Health and Safety

- No accidents of significance to report.

Nag 6

- The roll currently stands at 391. The Principal predicts a roll of 440.
- Attendance is very good with no unexplained absences.

Motion: Moved Jacqui Pascoe/Seconded Gary Marshall

That the Principal's report be accepted.

Carried

7. VAN UPDATE

Brendan Cowles updated the Board on his progress with purchase/lease of vans for the school. Both options come at significant cost with running costs still to be included. To purchase a van with the amount of funding available would mean the purchase of an older vehicle with higher kilometres.

The Code of Practice from the Land Transport Authority must be followed in regard to school mini buses. A "P" endorsement on the driver's licence is not required unless the vehicle carries 13 or more passengers or the school chooses to make a charge for transport. The Land Transport Authority does not consider it a fee if funds come out of normal school provisions.

The driver of a school mini bus must be a teacher or employed administrator in the school otherwise a "P" endorsement is required. The driver must be over 20 years of age and have a full licence. The school must also implement the Safe Driver Policy.

Quotes have been obtained from 4 providers, with the quote from Paul Kelly Motors still to be received. There will be a further cost of \$500-\$700 p.a. for the care of the vehicles. It was recommended that a petrol fuelled vehicle be obtained.

A suggestion was made that consideration be given to using the funds raised to hire vehicles as required as long as the funds last.

The Board was in agreement that there is a need to meet with the fundraisers to present the facts.

Thanks were extended to Brendan Cowles for the time and effort put into this investigation.

8. FINANCE REPORT

There is no report this month as the school is switching over to Zero.

Budget

The 2017 budget was tabled at the meeting. Some minor alterations have been undertaken with salaries and holiday pay. Increases have been made for photocopy paper due to the increase in student numbers and also art and crafts.

Due to a discrepancy noted in some budget cells, the budget is to be revised and will be sent to the Board for ratification via email.

Action: Jacqui Pascoe

9. MEETING ADMINISTRATION

Correspondence

Inwards

- Shirley Primary School regarding enrolment scheme
- NZSTA Learning System – Board training online
- Education Gazette

Outwards

- Nil

Motion: Moved Jacqui Pascoe/Seconded Debbie Rosevear
That the inwards correspondence be accepted.

Carried

Confirmation of the Previous Minutes

Motion: Moved Chairperson

That the minutes of the Marshland School Board of Trustees meeting held on 30 January 2017 be accepted as a true and correct record of that meeting. **Carried**

10. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons.

Carried

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Carried

While in Public Excluded Session, the Board discussed an item of correspondence.

11. NEXT BOARD MEETING

Monday 10 April 2017

The meeting closed at 8:00 p.m.

Minutes are approved

Board Chair

(or) Member on behalf of Board Chair

ACTION POINTS

Action	By Who	Reference	Due
1. Review of Term 1 Policies 2. Recognition of cultural diversity policy to be placed in the newsletter for parental feedback	1. Board 2. Jacqui Pascoe	Item 5, pg 2	April
Arrange for budget to be revised and then email to Board for ratification via email	Jacqui Pascoe	Item 8, pg 3	April