

Reporoa Primary School

Board of Trustees meeting agenda/minutes 21st September, 7pm Staff room

Agenda Item:	Minutes:	Time
1. Administration	Karakia	
	Rapua te huarahi whanui Hei ara whakapiri I nga iwi katoa I runga I te whakaaro kotahi	5 mins
1.1 Present	Richelle McDonald, Kate Bowron, John Guyton, Kane Polyblank, Nikkole Fell	
1.2 Apologies	Megan Smith	1
1.3 Declaration of interests		1
1.4 Motion: Move that the above items be accepted	Motion : Move that the above items be accepted Moved: Kate Seconded: Richelle	
	Watch "Governance and Management - one vision, two roles" on Vimeo: https://vimeo.com/481388920?ref=em-v-share	
2. Strategic Decisions		
2.1 Framework wording motion the updates that have been made.	Change 'chair' to 'presiding member' throughout the document.	20 mins
	Kate and Richelle to update the Framework to the Education Act 2020.	
	Add trustee skills analysis form.	
2.2 BoT representative for 100 celebration	NZSTA advice - the BOT should not run the event, a committee should. However, the BOT would likely have someone on the committee to make sure communication is clear. If there is disagreement on this, go to a vote.	
	The Whanau group have delegated a member and have set up an email address that they will monitor.	
	Board members consider if they would like to join the committee and report back to the board.	

2.3 Leave request	Heather Vermeulen has requested 7 days leave from 25/10/22 to 3/11/2022 to help Bruce in the shop as he is short staffed. Would be paid as she has long service leave. Motion: Move to approve Heather's leave request. Moved: Richelle Seconded: Kate	
3. Monitoring		
 3.1 Principal's Report Table as read, cover the following: a) Health and Safety b) Property c) Budget d) Kahui Ako e) MinsCompliance 	Motion: Move to accept the Principal's Report including the above items, a, b, c, d and e Moved: Kane Seconded: Kate Motion: Move to remove the old tractor and replace it with another. Moved: Richelle Seconded: Kate	15 mins
	occonded. Nate	
4. Strategic Discussions		5 mins
4.1 Code of Conduct	Read through and signed by trustee's. Trustee's not in attendance are to call in to the school to read and sign. Change the word 'chair' to 'presiding member'	10 mins
4.2 ERO finished report -	Profile Reporting Te Ara Huarau is the evaluation approach that the Education Review Office (ERO) is using in our school. This a developmental approach to evaluation where ERO and our school work together over time rather than one off reviews that happened previously. Te Ara Huarau is used in most Englishmedium state and state-integrated schools. ERO maintains a regular review programme to evaluate and report on the education and care of young people in the schools. Our school worked alongside ERO to write our Profile Report. This type of report will only happen once as part of our initial engagement with Te Ara Huarau. The profile report reflects our strategic goals and a shared evaluation focus one or more areas that are important to us as we work together to improve outcomes for all our learners. ERO, like us, have strong focus on equity and excellence. Future reporting will show our progress and achievement towards meeting the goals we have set. Public reports like the Profile Report are published on ERO's website. A Board Assurance Report that shows how we are meeting regulatory and legislative Requirements has also been published.	10 mins
5. Identify agenda items for next meeting		
2.1 Framework wording motion the updates that have been made.		2 mins
2.3 Delegations Property - Kane, Paul, Nikkole Finance - Kate and Megan Health and Safety - John, Kane, Nikkole Iwi rep - Megan		
Current appointment process - Kate		

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4.2 Accessing School Docs		
- quick how to navigate and use		
- Review together		
4.3 Board Induction Process - how did it go what could we do better		
6. Public Excluded Discussion		
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		15 mins
7. Administration		
7.1 Confirmation of minutes - corrections to be made	Motion: Move to accept the previous minutes as true and accurate.	2 mins
	Moved: Richelle Seconded: Kane	
7.2 Correspondence	Education Gazette - Aug and Sept Editions	
8. Meeting closure		
8.1 Comments on meeting procedures and outcomes		2 mins
8.2 Preparation for next meeting	Tuesday 8th November 2022, 7pm in the Staffroom.	
BOT Chair Signed:	Date: 21 September 2022	
	Kate Bowron	