

# **MINUTES OF THE PATOKA SCHOOL BOARD OF TRUSTEES MEETING HELD AT PATOKA SCHOOL ON 08/02/2018 @ 5:30pm**

## **PRESENT**

**BOT Members Present:** Paul Grundy, Rachel Huggins, Julianne Carpenter, Matt Gibson, Anna Dinneen, Sally Newall, Caroline Slone Secretary

**Also Present:** Paul Howison (MOE), Billie Herries, Robbie Schaw, Craig Huggins

**APOLOGIES:** Yvonne Hopewell, Krystal Norman

## **WELCOME**

Anna welcomed everyone

## **QUORUM CONFIRMED**

## **CONFLICT OF INTEREST**

There are no new conflicts of interest to declare

## **CORRESPONDENCE**

A letter to the BOT from Ben and Suzie Cross was admitted into the minutes

A letter to the BOT from Lieke and Hans Willems was admitted into the minutes

An email from Viv Bidwell to the BOT was admitted into the minutes

Emails from Bruce McGregor, Di & Barry Newall, Pamela Cockerill, Bruce Porter

Education Gazette

## **MINUTES OF THE LAST MEETING**

These have been circulated and taken as read. Moved that the minutes of the last meeting be accepted.

Matt/Anna CARRIED

## **MOTIONS**

Co-option of Paul Grundy as BOT member, period of time to be 6 months with a review for a further 6 months

Matt/Anna CARRIED

BOT Chair Vote, Paul Grundy, Unanimous with no other nominations

Anna/Sally CARRIED

To approve the proposal by Brad Gay to continue the Principal's appraisal

**GENERAL BUSINESS**

1. BOT meeting dates 2018, Change date of next meeting from Tuesday 10 April to Wednesday 11 April at 5:30m pm
2. Code of Conduct to be signed by all Board members between now and next board meeting
3. Sub Committee delegations 2018
  - 3.1. Anna / Finance
  - 3.2. Matt / Property
  - 3.3. Julianne /Employment
  - 3.4. Staff Rep /Personnel
  - 3.5. Discipline committee to be set up if required
4. Board ratified the 2018 Budget
5. Media/ Public communications policy,
  - 5.1. No policy needed but all communications via Chair
  - 5.2. Paul to write a blurb for newsletter on his new position, the community is to know they are able to contact him and can do so by the board gmail
6. MoE support (Paul Howison) is to be the main point of contact between Ministry and Board
7. Rachel to get a date for Board and staff to meet with Pete Gimblet NZ Police to discuss intimidation and harassment in the workplace
8. BOT PD plan update, Julianne to look into Professional development training course being run term 1 & 2. Members to advise availability. Board needs to register with STA via NZSTA website
9. BOT Strategic Plan. Strategic goals were discussed. Next step is a draft charter to the board by 6 March for review for 11 March approval. Action Rachel
10. Election of Staff representatives, Julianne to investigate procedure for mid-term staff rep election and advise process. Elected Officer to ask for staff nominations.

**11. IN COMMITTEE:**

Paul moved that in terms of Section 48 of the Local Government Official Information and Meetings Act 1987 the public be excluded from this part of the meeting because the Board wish to discuss personnel matters and for the reason that the discussion of this matter would infringe the privacy of a natural person under section 9 (2) of the Official Information Act 1982.

Paul / Rachel

Caroline Slone left the meeting.

Board agreed to have Paul Hewison to stay

Paul/Anna

The Board moved out of in-committee at 8.50pm. The BOT discussed matters of finance and personnel. It was resolved that the decisions made in-committee be acted upon.

**NEXT MEETING:** Wednesday 11 March 2018 @ 5:30pm

**MEETING CLOSED:** 8.50pm