

## **MINUTES OF THE PATOKA SCHOOL BOARD OF TRUSTEES MEETING HELD AT PATOKA SCHOOL ON 15/05/2018 @ 5:30pm**

### **Meeting administration**

1. Present - Paul Grundy Chairman, Rachel Huggins, Anna Dinneen, Sally Newall, Madelene Field, Matt Gibson and Jane Waldie-Smith as secretary. Also Paul Howison and Lynn Maguire - MOE
2. Apologies - Julianne Carpenter
3. Quorum confirmed
4. Appointment of Madelene Field as Staff representative – ratify  
Motion moved Paul/Anna carried  
Appointment of Jane Waldie-Smith as Board secretary – ratify  
Motion moved Paul/Anna carried
5. Declaration of conflicts of interest – no new declaration
6. Correspondence – Exit Interview Letters

### **Board processes**

1. Motion to accept previous meetings minutes reviewed and accepted  
Motion moved Anna/Paul carried
2. Motion to accept Deborah Turner as Teacher Aide, student with special needs.  
Motion moved Madelene/Sally carried
3. Motion to accept and distribute minutes from the Community Meeting 9 April.  
Motion moved Anna/Paul carried
4. Motion moved to accept Communication Statement.  
Added that each staff member has their own email address.  
An invitation has been extended to include support staff at staff meetings.  
Motion moved Paul/Sally carried
5. Parent Representative vacancy-no action.
6. Motion moved to grant cleaners, caretakers, groundsmen and support staff an above award rate of \$18.00 per hour (minimum starting rate) until review if their award rate is less.  
Motion moved Paul/Anna carried.

### In committee

“That, under section 48 (1) of the Local Government Information and Meetings Act 1987, to protect personal privacy, the public be excluded from this meeting from this point in the proceedings. Moved: Paul at 5.45pm

1. Discussions for Statutory Management

“That the Board moved back into “open session” Moved by Paul at 8.05pm

### Strategic review

1. Calendar of Work – strategic goal 1 NZ Curriculum goals  
Tabled, read and accepted
2. Concerns and Complaints policy  
BOT chair has shared an example to discuss and agreed to add this to our policy framework. This has been redesigned for Patoka School (ex Lucknow).

### Board/Principal

1. Principal report presented, read, amendments discussed and noted, report accepted
2. Principal appraisal to be circulated in confidence

### Finance

1. Motion to accept past month spending and bank statements  
Motion moved Anna/Matt carried
2. Finance report Year ending 31 December 2017.  
Draft accounts received.  
Deficit of \$55,000 reported  
Full and Final Audited Financial Statements will be available for the next meeting.

### Monitor and review

1. PEP (Patoka Enrichment Programme) report term 1/2 tabled
2. Mindlab Post Graduate completion report tabled

**Property**

1. Quote for windows tabled

Clarification is required

2. Quote for dishwasher replacement tabled

Motion to accept quote.

Motion moved Anna/Matt carried

**Any other business**

Paul showed a letter that as received by MoE and the Chair in confidence.

**NEXT MEETING:** 19 June 2018 @ 5:30pm

**MEETING CLOSED:** 8.30 pm

Signed \_\_\_\_\_

Dated \_\_\_\_\_