

# Redwood School Board of Trustees Meeting Minutes

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## Held in Kereru Hub Tuesday 30 May 2017

PRESENT: Ms Nadine Marshall, Mr Chris Els (Acting Principal), Mrs Ana Connor, Mr Chris Bealing, Mrs Emma Gee, Mr Phil Hale, Mr Terry van der Schaaf


IN ATTENDANCE: Pauline Prescott (Minutes)

APOLOGIES:

The meeting opened at 7.00pm with a whakatauki. Ms Marshall welcomed all to the meeting.

Item/Discussion	Action/Decision
<p><b>PTA</b></p> <p>Chris Els attended the meeting.</p> <p>Minutes previously distributed to Board. Pie fundraiser for Term 3. 12 people in Fair sub-committee. No Facebook page for the fair, ok to share advertising poster on their own Facebook pages, on our own website, and distribute poster to local school for their newsletters.</p>	
<p><b>Strategic</b></p> <p>1. <b>Self-Review Questionnaire</b></p> <p>Mr Els and Mrs Prescott to locate the questionnaire and distribute to Board members through Google doc. To be discussed at June meeting. Board members to comment on the Google doc to indicate they have received it. Individually review how the Board is going as a collective; identifying what we are doing well and what we can do better.</p> <p>2. <b>Review Annual Plan</b></p> <p>Abridged version has been circulated to families and full version available at the office.</p>	<p>Mr Els and Mrs Prescott to locate questionnaire, Mrs Prescott to distribute</p>

<p><b>3. Community of Learning update</b></p> <p>Mr Els attending the next meeting Thursday. Coralanne Child has accepted that this CoL has an executive leadership. Papanui High principal, Casebrook principal and Costwold principals will be initial leaders.</p> <p><b>4. School Redevelopment</b></p> <p>Justin Duke-Norris' father passed away recently, he has apologised for not having the new plans ready. The new plans should be available for the next Board meeting, which he is hoping to attend.</p>	
<p><b>Compliance</b></p> <p><b>1. EEO Policy Plan</b></p> <p>Mr Els to forward a copy of EEO policy to Mrs Connor. They will then meet to discuss.</p> <p><b>2. EdPlus Compliance requirements</b></p> <p>Mr Els and Mrs Connor to check.</p> <p>John Stackhouse advised Chris Els that all policies and procedures are up to date.</p>	<p>Mr Els to forward copy of EEO policy to Mrs Connor</p> <p>Mr Els and Mrs Connor to review the checklist.</p> <p>Mr Els and Mrs Connor will meet to discuss</p>
<p><b>Health &amp; Safety</b></p> <p>1. Policy Review update – continuing</p> <p>2. Reports/Incidents – One student fell on court and broke her arm in 2 places. All necessary reports completed.</p> <p>Bark in fall areas to be topped up shortly. Junior playground bridge not being repaired for now, too expensive. Safety check done on this area.</p>	
<p><b>Administration</b></p> <p>1. Assets Register – ICT all recorded. Need to look at new furniture for the rebuild. Teachers to record the furniture in their current classrooms. Book value needed for any assets we are writing off. To be discussed again Term 3.</p> <p>2. Confirmation of previous minutes – Moved Mr Bealing, seconded Mrs Gee. Carried.</p> <p>3. Correspondence:</p> <p>No reply yet from the Ministry of Education regarding our zone. Mr Els to advise Coralanne Child of the next Board meeting date, and that we want a reply by then.</p> <p>NZSTA AGM Remits: One from Welcome Bay School regarding increase in numbers of pupils significant behavioural needs combined with a lack of resourcing to deal with the behaviour, to be supported by Redwood School Board. The Board to nominate proxy if no-one able to attend the Wellington AGM, 17 July 2017. Someone from the Regional Executive can be appointed as our proxy.</p>	<p>Mrs Prescott to draft Asset Register form.</p>

<p>It was resolved that the above administrative items be accepted. Moved Mr Bealing, Seconded Mr Hale carried.</p>	
<p><b>Principal's Report</b></p> <p>Will Stribling and Gayle Porteous carried out the PB4L audit. Application due in by 9 June. Paperwork to be completed by then.</p> <p>Some detail on the Personnel and Staffing entries to be removed for confidentiality.</p> <p>Banked Staffing: Mr Els met with Mr Stackhouse on Friday. A report from Mr Stackhouse was circulated and discussed. Mr Els, Mrs Gee and Gabe McIntyre to meet to rework the budget.</p>	
<p>It was resolved that the Principal's Report be accepted and accounts passed for payment. Moved Ms Marshall, Seconded Mrs Connor, carried.</p>	
<p><b>Special Issues</b></p> <p><b>Community Consultation/Partnership</b></p> <p>Keep in touch with community through the newsletter. More information to be sent out after next meeting when we should have the plans.</p> <p>The next meeting may start earlier due to rebuild content</p> <p><b>International Students</b></p> <p>Caroline Winter working on the process to be accredited to accept International Students. The Board had previously approved the process.</p>	
<p><b>Matters Arising from the last meeting</b></p> <p>The meeting was closed at 7.50pm</p>	
<p>Signed: </p>	<p>Date: 27/6/17</p>
<p><b>Under Section 48 of the Local Government Information and Meetings Act 1987, Ms Marshall moved that the public be excluded for the following part of the proceedings of this meeting to discuss staffing issues.</b></p>	