

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON THURSDAY 28 FEBRUARY 2019 AT 6:15PM**



1. PRESENT:

Toni Burnside, Kirk McKay, Noella Gould, Glenn Bongartz, Helen Stowers, Michael Stewart, Paul O'Donovan and Colleen Lucas (minute secretary)

2. APOLOGIES:

3. Election of Board Chair

Kirk stand down and Toni chair the nomination process for Board Chair

3.1. Election Chair

Nominations - Kirk, carried

3.2. Election of Deputy Chair

Nomination - Noella - carried

Paul will shadow Noella as part of succession plan

3.3. Finance Committee - *Principal - Toni Burnside, BoT Chair - Kirk McKay, Finance Chair - Paul O'Donovan and Office Manager - Colleen Lucas.*

4. Delegations

Include the following in DelegationS for 2019

- HR Committee to be available to deal with any staff matters or concerns as required. The committee for 2019 will be *The Principal, Toni Burnside, BoT Chair - Kirk McKay and Paul O'Donovan*
- Disciplinary Committee for 2019 will be *BoT Chair - Kirk McKay, Deputy Chair - Noella Gould and Michael Stewart.*

Motion **K McKay**

That delegations as tabled be adopted with the inclusion of the above.

Carried

5. GUEST SPEAKERS / VISITORS

5.1. Team Miro Camp - Jan Thompson

5.1.1. Hamner camp will be over one week and include Dudley, Kuaka and AWA with an overlap on the Wednesday. Jan talked the board through how the camps will run and mitigation of all risks. Each camp is away for two nights.

5.1.2. Transport to and from the pools will be by bus.

5.1.3. Living Springs - Team Roto will attend on the Tuesday and Wednesday of camp week..

Motion **K McKay**

That the Hanmer and Living Springs camps for 2019 proceed.

Carried

6. Public Excluded Session

There was no business to attend to at this meeting

7. CORRESPONDENCE:

As per the schedule

1.1. Resignation of Jo-Ann Cook accepted by the Board.

1.2. The appointment process for a replacement has been completed. We have appointed Lorraine Lowe to the position.

1.3. Mindlab Learning - digital curriculum - requires a big commitment.

- 1.4. Acknowledged the passing of Marie's husband Grant and the supports in place for her.

Motion

K McKay

That the inwards correspondence be received.

Carried

8. REPORTS:

8.1. Principal's Report – Toni Burnside

8.1.1. Active Learners at the HEART

8.1.1.1. Charter - Toni talked the BoT through the 2019 Charter. This is a big document. There is a lot in it. The work could not be achieved without the strategic teams. Their goals for 2019 are on pages 11-17. Page 10 - visual plan overview. For 2019 the leadership has been distributed and includes Leaders of HEART, Leaders of Management and Leaders of Learning. Overview of each of the above was shared visually with a job description for each post. Pages 22-29 - analyses of 2018 achievement data, page 35 - summary of achievement data, page 38 - 2019 targets, and pages 45 - 50 - is the strategic overview of all things achieved in the last four years.

8.1.1.1.1. Strategic Overview - 2016 - 2020 - see progression as a road map. Great document. Great document to share with ERO and Board Prospects.

8.1.1.1.2. Summary of End of Year Progress Reports - Tracey talked the board through the results. Some great results and some areas identified as targets for 2019. Teachers are now identifying students to develop more individualised plans for.

8.1.2. Living HEART

8.1.2.1. City Church - Toni acknowledged the difference the counsellors are making with our children and families.

8.1.3. Connecting HEART of the Community

8.1.3.1. New School - sign off is now required on first stage of design project.

8.1.3.1.1. Building Concerns register still has things outstanding.

8.1.3.1.1.1. Carpark for 32 with current staffing of 39. No space for visitor car parking.

8.1.3.1.1.2. Drive in drop off turn around area too tight.

8.1.3.1.1.3. No allowance for emergency vehicles e.g., fire truck, ambulance.

8.1.3.1.1.4. Cultural Narrative.

8.1.3.1.1.5. Heating

8.1.3.1.1.6. Caretaker Shed - owned by SBHS - Kirk and Glenn to talk to SBHS board to sort.

Action: BoT happy to sign off on design project so far but to include appendix with concerns: **Kirk**

8.1.4. NAGs

8.1.4.1. Policy Review

8.1.4.1.1. Behaviour Management - update wording. Including PB4L.

If a teacher is assaulted the BoT will investigate as to whether it should result in a stand down or suspension - discussion

Action: Wording to be worked on - **Kirk**

8.1.4.1.2. Surrender and Retention Policy - change the wording as per Principals report - top paragraph.

8.1.4.1.3. Appointment Policy - update

8.1.4.1.4. Appraisal Policy

Helen will oversee Policy Review now on behalf of the Board.

Motion

K McKay

That the changes to the above policies be ratified.

Carried

8.1.4.1.5. Teacher Paid Union Meetings - half staff will attend each meeting on 20 and 21 March. Skeleton staff available. We will ask parents who are able to pick up their children to do so, on both days. This will reduce the number of children to take care of on both these days. Team Kahikatea will continue with swimming programme.

8.1.4.1.6. Tomorrow's School Report - another meeting on 17 March - specific response required from Boards.

Action: Shortend version to be scanned and emailed out to BoT members. Copy in March folder -
Colleen

8.1.4.1.7. Property Maintenance - MOE 5YA - Toni outline future of these funds for schools - discussion

8.1.4.1.8. School Year Dates for 2019 - as per Toni's report.

8.1.4.1.9. Implementation Audits and Reports - Toni has set up a googledocs. handouts and instruction for BoT members to audit and complete.

8.1.4.1.10. Meeting Dates for 2019 - update the planner -

8.2. Behaviour Report - no report for this meeting

8.3. Finance Report -

8.3.1. Budget Final

Motion **K McKay**

That the 2019 Final budget as tabled with a deficit of \$90,739 after depreciation be accepted.

Carried

9. POLICY:

10. BOARD OVERVIEW 2019:

10.1. Discussion

10.2. Board meeting dates updated around the April and July holidays with December meeting to take place only if required.

11. GENERAL BUSINESS:

11.1. New School Preparation

11.2. Board Elections 2019

12. PREVIOUS MINUTES:

Motion **K McKay**

That the minutes of the meeting held on 18 December 2018, be taken as read and are accepted.

Carried

13. MATTERS ARISING:

13.1. Nil

14. BOARD ONLY BUSINESS:

14.1. Nil

15. Leave:

The following leave was granted/not granted

➤ No applications present at this meeting.

16. Next meeting:

16.1. Thursday 28 March

The meeting closed at 9:00pm

SignedK McKay, Chairperson