

Island Bay School Board of Trustees Meeting Minutes
22/3/18

Agenda item	Discussion	Action required
Administration	<p>Present: Deborah, Hamish, Elizabeth, Kate, Jarryd</p> <p>Apologies: Fleur, Craig, Justin</p> <p>In attendance: Jacqui</p>	
Strategic Decisions Curriculum NAG 1	<ul style="list-style-type: none"> ● Curriculum Delivery Policy ● Reporting Student Achievement Policy ● Assessment Policy <p>Amend the Student Achievement Policy to include Meet the Teacher evenings. Amend the Assessment Policy to include the Science PAT.</p> <p>The Board moves to accept the policies as presented, with amendments</p> <p>Moved by Kate seconded by Jarryd, all in favour.</p>	
Strategic Decisions Curriculum NAG 1	<p>Annual Accounts/Financial Statements</p> <p>The Board moves to approve the annual accounts as presented, subject to conversation with Ben (Accounting for Schools) on Monday</p> <p>Moved by Hamish seconded by Jarryd, all in favour.</p>	
Strategic Discussions Strategic Aim 1	Taken as read.	
Strategic Discussions PAT analysis	Analysis of schoolwide PAT data shared. The Board noted this report.	
Strategic Discussions Principal's Appraisal review	Hamish gave an update on process for Principal Appraisal and goals.	
Principal's Operations report Staffing Leave Requests	<p>Request for leave from Amy to complete her PhD.</p> <p>The Board moves to approve the request for leave from Week 2 in Term 3 of 2018.</p> <p>Hamish abstained from voting, due to a</p>	

	<p>declared conflict of interest.</p> <p>Moved by Kate, seconded by Elizabeth, all in favour.</p>	
<p>Principal's Operations report Financial report</p>	<p>The Board received the financial management reports.</p> <p>Taken as read. The Board noted this report.</p> <p>The Board moves to approve the principal's report for February 2018.</p> <p>Moved by Kate, seconded by Hamish, all in favour.</p>	
<p>Principal's Finance report Operations Report</p>	<p>The Board noted the Principal's operations report.</p> <p>The Board moves to approve the principal's report for March 2018.</p> <p>Moved by Hamish, seconded by Deborah, all in favour.</p>	
<p>Other items Deleting information and destroying records.</p>	<p>Permission requested to destroy records from 2008, 2009, 2010</p> <p>School Records Personnel Retention and Disposal</p> <ul style="list-style-type: none"> ● Personnel Files ● Payroll reports ● Timesheets ● Leave requests ● Personal grievances ● Disputes ● Attendance course ● Dismissals ● Courses <p>Governance Retention and Disposal</p> <ul style="list-style-type: none"> ● Correspondence of the BOT, kept for auditing purposes ● Student achievement ● Routine fundraising ● Requests for fundraising 	

	<p>Board is happy to destroy records in accordance with policies and the School Records Retention/Disposal Information pack</p> <p>The board moves to approve the disposal of the records from 2008, 2009, 2010.</p> <p>Moved by Jarryd, seconded by Hamish, all in favour.</p>	
<p>Administration - Confirmation of minutes</p>	<p>Jarryd Bradford's name was accidentally left off the list of members present at the last meeting.</p> <p>Amend who approved the prior minutes, Kate and Elizabeth abstained from voting.</p> <p>The board moves to accept the minutes from the last meeting, with amendments.</p> <p>Moved by Hamish, seconded by Kate, all in favour.</p>	<p>Review action points from previous minutes.</p>
<p>Agenda items for the next meeting</p>	<p>Next meeting: 24th May Annual Accounts Performance Agreement Summary/ new goals approved Learning Support Review Tikanga at Meetings (Hautu) ERO Review Conversation to start the process</p>	
<p>Meeting closure: 10.03pm</p>		