

## Island Bay School Board of Trustees Meeting Minutes

18/5/17

Present: Paul James, Deborah Fenton, Fleur Fitzsimons, Hamish Groves, Jarryd Bradford (arrived at 7.40pm), Justin Thirkell (arrived at 7.50), Amy Austin

Apologies: Craig Rofe

Agenda item	Discussion	Action required
<b>Administration</b>	Welcome to Deborah Fenton as the new principal of Island Bay School.	
<b>Strategic Decisions</b> Annual Report Variance	Revenue footnote about donation from Sir Ron Brierley in 2016.  <i>The Board moves to ratify the 2016 Island Bay financial statements. Moved by Deborah, seconded by Hamish, all in favour.</i>	Some of the names in the report need to be corrected: Craig Rofe, Fleur Fitzsimons, and Jarryd Bradford, and some other minor amendments.
<b>Strategic Decisions</b> ELLP Policy	English Language Learning Proficiency policy - taken as read.  Auditor came to examine the school's ELLP programme last week - very thorough audit.  <i>The Board moves to ratify the ELLP Policy. Moved by Jarryd, seconded by Justin, all in favour.</i>	
<b>Strategic Discussions</b> Health and Safety Report	Taken as read. Key points: <ul style="list-style-type: none"> <li>● Avie is going to a course to be certified as an electrical checker.</li> <li>● Carpet hazard in Kaleidoscope is mitigated by being taped down. The potential hazard will be addressed in 2018.</li> <li>● Discussion about the risk of dogs at school - there have been no incidents with dogs this year; the Board agreed that the principal will keep an eye on that and take any steps needed to ensure safety.</li> <li>● Discussion about traffic safety. Working with the council to improve parking</li> </ul>	Deborah to ask Avie to add a sign to encourage children not to climb the fence in the junior playground.

	<p>around the school. Constable Duncan has visited to support positive driving and parking around the school before and after school.</p> <ul style="list-style-type: none"> <li>• Serious harm - 4 broken bones this year, all of which have happened in different places. The board is confident that the environment has not contributed to these accidents.</li> <li>• Playground fence in the junior playground - add a sign to encourage children not to climb the fence.</li> </ul> <p>The Board moves to accept the Health and Safety report. Moved by Fleur, seconded by Justin, all in favour.</p>	
<p><b>Strategic Discussions</b> Design Principle 1 report</p>	<p>Taken as read.</p>	
<p><b>Strategic Discussions</b> Board Membership</p>	<p>Discussion about the number of board members. Boards can have 3-7 parent members. The board would like to consider broader representation, e.g. a better gender balance, a greater range of ethnicities.</p> <p>The board could co-opt other members if needed. Next round of elections are in November.</p> <p>Discussed having identified areas of focus for members of the BOT so that people act as a driver for different areas such as Rimu project management, not delegating board decision-making rights.</p> <p>Schedule annual review of BOT performance.</p> <p>The board would like to find a project manager to co-opt to the board, who doesn't necessarily need to be a parent within the school.</p>	<p>Board to consider who might be a person to co-opt to the board to help project manage the Rimu redevelopment in the school newsletter</p> <p>Each board member will canvas their networks and send names to Deborah.</p> <p>We will ask Home and School to initiate a fundraising strategy for the Rimu project.</p>
<p><b>Strategic Discussions</b></p>	<p>Deborah has been in touch with Ministry of Education, organising PD and a principal</p>	<p>Deborah will join a professional</p>

New principal	mentor. Evaluative Associates runs a PD programme for new principals which Deborah will join. Considering higher education - perhaps a Masters in the new year.	learning group.
<b>Principal's Finance report</b> Financial Report	Key points: Awaiting LSF funding from RTLB service We are due to run a conference in Term 3 which will bring in revenue Parent donations are down at the moment - we've reminded parents in last week's newsletter Repairs and maintenance - Board will keep an eye on this line to track expenditure to help budget allocation for next year.  <i>The Board moves that we approve the monthly financial records for April 2017. Moved by Deborah, seconded by Hamish, all in favour.</i>	
<b>Principal's Operations report</b> Operations report	Taken as read.  <i>The board moves to accept the principal's report and agrees to the additional R unit. Moved by Deborah, seconded by Justin, all in favour.</i>	
<b>Policy review responsibilities</b>	Each area needs to have policy and procedure delineated  NAG 1 - Curriculum: Jarryd and Debs NAG 2a - National Standards: Amy and Paul NAG 3 - Employer responsibility: Amy and Fleur NAG 4 - Finance: Hamish and Craig NAG 5 - Health & Safety: Deanne and Justin NAG 6 - Legislative Requirements: Deb and Fleur	
<b>Communication plan</b>	Discussion about how the school communicates - modes, channels etc.  Justin is interested to work on this together with school leadership.	
<b>Agenda items for the next meeting</b>	Next meeting: 18 May Design principle 2 Health and Safety Report NUMPA data Policy review - NAG 3, NAG 6	

<b>Administration</b> - Confirmation of minutes	<i>The board moves to accept the minutes from the last meeting.</i>  Moved by Fleur, seconded by Hamish, approved by all.	
Meeting closure 9.25 pm		