

**Malfroy School Board of Trustees**  
Minutes of Meeting held 20<sup>th</sup> February 2020

**PRESENT:** Margaret Metcalfe (Chair)  
Nick Brell (Principal)  
Lynda de Silva (Secretary)  
Jennie McLaren (Staff Rep)

**Trustees:**  
Jackie Leggett and Makeo Ropitini

**APOLOGIES:** Ngapi Coffin

**DECLARATION OF INTERESTS:** Nil

**STRATEGIC DISCUSSIONS AND DECISIONS:**

1. Election of Chair – meeting handed over to Lynda de Silva. Lynda called for nominations for Chair. Jennie nominated Margaret Metcalfe. As there were no further nominations, Margaret was duly elected Chair.

(Jennie McLaren/Jackie Leggett)

**CARRIED**

2. Sub- committees:

Finance – Ngapi, Jennie, Nick and Lynda (EO)

Principal's Appraisal – Margaret and Jackie

3. Makeo tendered his resignation from the board effective immediately, which was accepted. Margaret thanked him for his contributions.
4. Meeting Calendar and Board Review Calendar (see Appendix 1) – tabled and accepted with any amendments; Lynda to print for members when updated.
5. Casual Vacancy – two casual vacancies have now arisen. **Moved that the board fill two vacancies by appointment.** Lynda will follow the election process for casual vacancies. Nick will discuss with RMPT, at Whanau hui and with teachers; directing any interested person/s to Margaret.

(Margaret Metcalfe/Jennie McLaren)

**CARRIED**

6. Policy Review (see Appendix 2):

- GO17 Committee Terms of Reference and GO18 Principal Performance Management – tabled and accepted, GO17 with amendments.

(Jennie McLaren/Nick Brell)

**CARRIED**

7. Charter:

- Charter is due by 1<sup>st</sup> March, amended document will be circulated via eMeeting to ensure we meet the Ministry deadline.
- Survey (see Appendix 3) – Tabled and discussed; SLT to summarise to the community; more work required on Visible Learning; Board will focus on communicating with our community

8. Audit Reporting – Outstanding audits from 2019 will be ready for March meeting; Curriculum audit team will now be Jennie and Jackie, also reporting to March meeting.
9. RMPT MOU Review – will be signed by Trust for March meeting.
10. Board Training – Margaret updated members
11. Management Reporting:

- Finance Report (see Appendix 4) – ***Moved that the Finance Report be accepted.***

(Jennie McLaren/Jackie Leggett)

**CARRIED**

- Aquabots Washington, USA EOTC Proposal:

- The board requires confirmation of funding progress, timelines, overall organisation, in writing by Friday 28<sup>th</sup> February
- The board will then meet to review the progress

(Jennie McLaren/Cherie Bennett)

**CARRIED**

- Principal's Report (see Appendix 5) - ***Moved that the Principal's report be accepted.***

(Nick Brell/Jennie McLaren)

**CARRIED**

7. ***Moved in Committee***

(Margaret Metcalfe/Jackie Leggett)

**CARRIED**

**Subjects: In Committee Minutes, In Committee Correspondence, 2020 Draft Budget Review, Principal's Appraisal Interim Report.**

- ***Moved that the Minutes from 21<sup>st</sup> October and 13<sup>th</sup> November, be accepted as a true and correct record.***

(Margaret Metcalfe/Jackie Leggett)

**CARRIED**

- ***Moved that the 2020 Draft Budget review be accepted***

(Nick Brell/Margaret Metcalfe)

**CARRIED**

- Margaret to write acceptance letter to Jo Jenkins and Chris Francis

***Moved out of Committee***

(Nick Brell/Jennie McLaren)

**CARRIED**

**ADMINISTRATION:**

1. Confirmation of Minutes (see Appendix 6) – ***Moved that the Minutes from 25<sup>th</sup> November and 20<sup>th</sup> January, be accepted as a true and correct record.***

(Jennie McLaren/Jackie Leggett)

**CARRIED**

2. Correspondence (see Appendix 7) – ***Moved that Inwards Correspondence be accepted and the Outwards Correspondence be approved.***

(Nick Brell/Margaret Metcalfe)

**CARRIED**

3. Reporting to Community – Margaret re casual vacancy, thank you to Ashleigh and Makeo, plus highlights of the year. Lynda to organise gift vouchers.
4. RMPT Reporting – No minutes provided, balance sheet omitted from board pack.

**AGENDA ITEMS:**

- Charter – Final
- Policy Review – GO20 – Principal Professional Expenses
- Audit – Legal Responsibilities/Legislation Report (Jennie/Ngapi); Trustee Code of Ethics (Jennie/Ngapi); Curriculum (Jennie/Jackie)
- Audit – Form audit team, survey and audit for Employer Responsibilities/Personnel
- Special Character - Rumaki
- RMPT MOU – Final

Meeting Ended at 7.39pm

**NEXT MEETING DATES @ 5.30pm:**

23 <sup>rd</sup> March	25 <sup>th</sup> May
22 <sup>nd</sup> June	21 <sup>st</sup> September
19 <sup>th</sup> October	23 <sup>rd</sup> November

***Moved that the Minutes from 20<sup>th</sup> February 2020 be accepted as a true and correct record***

Signed: \_\_\_\_\_  
(Chairperson)

Date: \_\_\_\_\_

<b>Action List</b>		
<b>Topic</b>	<b>Person</b>	<b>Date to be Achieved</b>
Charter	Nick	By 12.00pm, 18 <sup>th</sup> March
Policy Review – GO20	Lynda	By 12.00pm, 18 <sup>th</sup> March
Audit Reports – Legal Responsibilities/Legislation, Trustee Code of Ethics	Jennie/Ngapi	By 12.00pm, 18 <sup>th</sup> March
Audit Report - Curriculum	Jennie/Jackie	By 12.00pm, 18 <sup>th</sup> March
Aquabots – update	Nick	By 28 <sup>th</sup> February
Special Character - Rumaki	Nick	By 12.00pm, 18 <sup>th</sup> March
RMPT MOU	Nick	By 12.00pm, 18 <sup>th</sup> March
Reporting to the community	Margaret	ASAP for a March newsletter
Letters to Jo Jenkins and Chris Francis	Margaret	ASAP