

**Malfroy School Board of Trustees**  
Minutes of Meeting held 23<sup>rd</sup> March 2020

**PRESENT:** Margaret Metcalfe (Chair)  
Nick Brell (Principal)  
Lynda de Silva (Secretary)  
Jennie McLaren (Staff Rep)  
Teina Taute (Staff)  
Toby Brash (Parent)

**Trustees:**  
Jackie Leggett

**APOLOGIES:** Ngapi Coffin

**DECLARATION OF INTERESTS:** Nil

**STRATEGIC DISCUSSIONS AND DECISIONS:**

1. Special Character Report (see Appendix 1) - Rumaki:  
Tabled by Teina – Look at introducing career path; need to build roll in Rumaki

**Teina left meeting at 5.45pm**

2. Board Vacancies – Advertisement was placed (see Appendix 2)
  - There were no objections to filling vacancies by appointment by due date
  - ***Moved that Toby Brash be appointed to a vacant position***  
(Margaret Metcalfe/Jackie Leggett)  
**CARRIED**
  - There is still one vacancy to fill
3. Policy Review – GO20 Principal Professional Expenditure (see Appendix 3)
  - ***Moved that policy GO20 be accepted***  
(Jennie McLaren/Toby Brash)  
**CARRIED**
4. Charter – has been submitted to the Ministry, meeting statutory deadline
5. Audit Reporting – Outstanding audits Legal Responsibilities/Legislation and Curriculum will be ready for next meeting; Code of Ethics (see Appendix 4) – tabled by Jennie
  - ***Moved that Audit Code of Ethics be accepted***  
(Margaret Metcalfe/Jennie McLaren)  
**CARRIED**
6. Form Audit Team for Employer Responsibilities/Personnel – defer this until next meeting
7. NZSTA Conference – has been changed to October; Margaret encourages all members to attend, Lynda to include in budget review.
8. RMPT MOU Review – has been agreed to in principle, should be signed off next term.

9. Management Reporting:
- Finance Report – nil reporting this period, meeting not held due to various circumstances including COVID-19; meeting has been rescheduled May/June
  - Principal’s Report (see Appendix 5) - ***Moved that the Principal’s report be accepted.***  
(Jennie McLaren/Margaret Metcalfe)  
**CARRIED**
  - Addendum 5a – demographic of enrolled students; out of (abandoned) enrolment zone
  - Lunch Project – meeting with Ministry has been cancelled; feedback has been accepted and hopefully we should see some changes
  - Hall Progress – Contractors are now offsite as per COVID-19 lockdowns until further notice
  - Health & Safety Update:
    - Schools closed from 24<sup>th</sup> March, all students to stay at home
    - Excepted, are students of caregivers in essential services who may attend school until midnight 25<sup>th</sup> March
    - Will progress to Level 4 by midnight 25<sup>th</sup> March
    - Nick to clarify whether school is “closed” to staff, i.e. can staff still come in and work?

7. ***Moved in Committee***

(Margaret Metcalfe/Jackie Leggett)  
**CARRIED**

**Subjects: In Committee Minutes, Principal’s Appraisal Update**

- ***Moved that the Minutes from 20<sup>th</sup> February 2020, be accepted as a true and correct record.***  
(Margaret Metcalfe/Jackie Leggett)  
**CARRIED**

***Moved out of Committee***

(Jennie McLaren/Jackie Leggett)  
**CARRIED**

**ADMINISTRATION:**

1. Confirmation of Minutes (see Appendix 6) – ***Moved that the Minutes from 20<sup>th</sup> February, be accepted as a true and correct record.***  
(Nick Brell/Jackie Leggett)  
**CARRIED**
  - Nick to follow up on RMPT MOU as yet unsigned
2. Correspondence (see Appendix 7) – ***Moved that Inwards Correspondence be accepted and the Outwards Correspondence be approved.***  
(Nick Brell/Margaret Metcalfe)  
**CARRIED**
  - NZSTA AGM – the board abstains from voting
  - Margaret to reply to Carey Bennett’s resignation letter
3. Reporting to Community – Toby will do an introduction of himself in May/June.
4. RMPT Reporting – Minutes and Balance Sheet tabled.

**AGENDA ITEMS:**

- Policy Review – GO23 Delegations and GO24 Concerns and Complaints
- Audit – Legal Responsibilities/Legislation Report (Jennie/Ngapi); Curriculum (Jennie/Jackie)
- Audit – Form audit team, survey and audit for Employer Responsibilities/Personnel
- Attestation – Finance & Property Management and Health & Safety
- RMPT MOU – Signed

Meeting Ended at 6.40pm

**NEXT MEETING DATES @ 5.30pm:**

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 23<sup>rd</sup> March 2020 be accepted as a true and correct record*

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

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

Action List		
Topic	Person	Date to be Achieved
Policy Review – GO23 Delegations and GO24 Concerns and Complaints	Lynda	By 12.00pm, 20 <sup>th</sup> May
Audit Reports – Legal Responsibilities/Legislation	Jennie/Ngapi	By 12.00pm, 20 <sup>th</sup> May
Audit Report - Curriculum	Jennie/Jackie	By 12.00pm, 20 <sup>th</sup> May
Attestation – Finance and Property	Nick	By 12.00pm, 20 <sup>th</sup> May
Attestation – Health and Safety	Nick	By 12.00pm, 20 <sup>th</sup> May
RMPT MOU	Nick	By 12.00pm, 20 <sup>th</sup> May
Reporting to the community	Toby	Email to Gaylene sometime in May
Letters to Jo Jenkins, Chris Francis and Carey Bennett	Margaret/Lynda	ASAP
Gift Vouchers to Makeo and Ashleigh	Lynda	ASAP