

**Malfroy School Board of Trustees**  
Minutes of Meeting held 25<sup>th</sup> May 2020

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

**Trustees:**  
Jackie Leggett, Toby Brash and Ngapi Coffin

**APOLOGIES:** Nil

**DECLARATION OF INTERESTS:** Nil

**STRATEGIC DISCUSSIONS AND DECISIONS:**

1. Board Vacancies – one vacancy to fill
  - Margaret has made initial contacts; Nick will raise with management team and teachers.
  
2. Policy Review – GO23 Delegations and GO24 Concerns and Complaints (see Appendix 1)
  - **Moved that policy GO23 and GO24 be accepted with the agreed amendments**
  - Toby delegated to the Fundraising sub committee

(Nick Brell/Ngapi Coffin)  
**CARRIED**
  
- Jennie will remind staff of concerns and complaints process
3. Attestations – Finance & Property and Health & Safety (see Appendix 2) were tabled and accepted.
4. Audit Reporting – Due to COVID-19 lockdown outstanding audits Legal Responsibilities/Legislation and Curriculum will be ready for next meeting
5. Form Audit Team for Employer Responsibilities/Personnel – Toby and Jackie will complete this audit for reporting at August meeting
6. RMPT MOU Review (see Appendix 3) – tabled and discussed; ready for RMPT to sign
7. Management Reporting:
  - Finance Report (see Appendix 4) – **Moved that the Finance report be accepted.**  

(Jennie McLaren/Nick Brell)  
**CARRIED**
  - Principal’s Report (see Appendix 5) - **Moved that the Principal’s report be accepted.**  

(Toby Brash/Jennie McLaren)  
**CARRIED**
  - Roll – still low; many factors contributing including demographics and population; continue to play to our strengths; remain hopeful that the roll increases; July 1<sup>st</sup> return will give a better indication of predicting 2021 roll and staffing
  - Margaret thanked and congratulated the staff for the amazing work they have done during Level 4 and Level 3 of lockdown and now into Level 2
  
8. **Moved in Committee**  

(Margaret Metcalfe/Ngapi Coffin)  
**CARRIED**

**Subject: In Committee Minutes**

- **Moved that the Minutes from 23<sup>rd</sup> March 2020, be accepted as a true and correct record.**  

(Margaret Metcalfe/Jennie McLaren)

CARRIED

*Moved out of Committee*

(Margaret Metcalfe/Ngapi Coffin)

CARRIED

**ADMINISTRATION:**

1. Confirmation of Minutes (see Appendix 6) – ***Moved that the Minutes from 23<sup>rd</sup> March, be accepted as a true and correct record with the agreed amendments.***

(Toby Brash/Nick Brell)

CARRIED

2. Correspondence – ***Moved that Inwards Correspondence be accepted and the Outwards Correspondence be approved.***

(Nick Brell/Margaret Metcalfe)

CARRIED

- Correspondence schedule was emailed to all board members; the only correspondence received between March and May board meeting were COVID-19 Bulletins from Ministry of Education, of which all were forwarded by email
- Lynda and Margret still to complete letters to staff

3. Reporting to Community – Toby will do an introduction of himself in May/June and then Ngapi in late June

4. RMPT Reporting – No reporting available

**AGENDA ITEMS:**

- Policy Review – GO01 Board Roles & Responsibilities and GO26 Trustee Register
- Audit – Legal Responsibilities/Legislation Report (Jennie/Ngapi); Curriculum (Jennie/Jackie)
- Audit – Form audit team, audit for Legal Responsibilities/Legislation
- Special Topic – Principal’s Performance Appraisal Annual Report
- RMPT MOU – Signed

Meeting Ended at 6.47pm

**NEXT MEETING DATES @ 5.30pm:**

22<sup>nd</sup> June                      24<sup>th</sup> August  
21<sup>st</sup> September              19<sup>th</sup> October  
23<sup>rd</sup> November

***Moved that the Minutes from 25<sup>th</sup> May 2020 be accepted as a true and correct record***

Signed: \_\_\_\_\_

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

(Chairperson)

<b>Action List</b>		
<b>Topic</b>	<b>Person</b>	<b>Date to be Achieved</b>
Policy Review – GO01 Board Roles & Responsibilities and GO26 Trustee Register	Lynda	By 12.00pm, 17 <sup>th</sup> June
Audit Reports – Legal Responsibilities/Legislation	Jennie/Ngapi	By 12.00pm, 17 <sup>th</sup> June
Audit Report - Curriculum	Jennie/Jackie	By 12.00pm, 17 <sup>th</sup> June
Audit Report – Employer Responsibilities	Toby/Jackie	August Meeting
Principal’s Appraisal Annual Report	Nick/Margaret	By 12.00pm, 17 <sup>th</sup> June
Signed RMPT MOU	Nick	By 12.00pm, 17 <sup>th</sup> June
Reporting to the community	Toby	Email to Gaylene by or before mid June
Reporting to the community	Ngapi	Email to Gaylene by end of June
Letters to Jo Jenkins, Chris Francis and Carey Bennett	Margaret/Lynda	ASAP
Gift Vouchers to Makeo and Ashleigh	Lynda	ASAP