

Malfroy School Board of Trustees

Minutes of Meeting held 22nd June 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
 - Ongoing – no progress to date; Nick has asked RMPT and will mention at Whanau hui

2. Policy Review – GO01 Board Roles & Responsibilities and GO26 Trustee Register (see Appendix 1)
 - GO01 – discussion on Treaty of Waitangi; consider NZSTA training; Lynda to send link to NZSTA booklet to all, download and print; under Para 3.3 Dual Language School – refer to ERO 2019 report, Lynda to research wording recommendations, amend the policy and bring back to August meeting.
 - ***Moved that policy GO26 be accepted with the agreed amendments***
(Nick Brell/Toby Brash)
CARRIED

3. Audit Reporting:
 - Outstanding audits Legal Responsibilities/Legislation – audit has now been completed and report at August meeting; Curriculum still to be done but will be ready for next meeting
 - It was discussed and agreed that from this point on that due to workload, the staff rep will only be involved in EEO and Curriculum

4. RMPT MOU Review – no progress has been made; Margaret will make contact with Trust to arrange signing of MOU

5. Management Reporting:
 - Finance Report (see Appendix 2) – ***Moved that the Finance report be accepted.***
(Ngapi Coffin/Nick Brell)
CARRIED
 - Fundraising has been stalled by Covid-19
 - Annual Report (see Appendix 3) tabled and accepted; has been uploaded to the Ministry and school web page

- Principal's Report (see Appendix 4) - ***Moved that the Principal's report be accepted.***

(Nick Brell/Jennie McLaren)

CARRIED

- Gardening working bee – Nick to put in newsletter for interest on weekends or holidays
- 2021 School Donations – ***Moved that the board agrees to continue with Ministry funded scheme for 2021.***

(Nick Brell/Jennie McLaren)

CARRIED

- Food and Nutrition Policy – agreed amendment
- School Lunch Programme:
 - Hot meals are being made but not delivered hot – all cold; no mechanisms or systems to keep food hot
 - Student orders have reduced – students bring their own lunch to school
 - Food all in one container, no division of meals and snacks
 - Quality is not consistent
 - Other schools have changed the menu to suit their students
 - The board has concern and request a meeting with Libelle
 - Nick will email MOE and Libelle; he will also organise a meeting with Johannes (Libelle) and delegated subcommittee to discuss the boards concerns; report back to board

6. ***Moved in Committee***

(Margaret Metcalfe/Jennie McLaren)

CARRIED

Subjects: In Committee Minutes, 2020 Draft Budget Review, Principal's Performance Review

- ***Moved that the Minutes from 25th May 2020, be accepted as a true and correct record.***

(Margaret Metcalfe/Jennie McLaren)

CARRIED

- ***Moved that the 2020 Draft Budget Review be accepted as Board confirmed budget for 2020.***

(Jennie McLaren/Toby Brash)

CARRIED

Moved out of Committee

(Margaret Metcalfe/Ngapi Coffin)

CARRIED

ADMINISTRATION:

1. Confirmation of Minutes (see Appendix 5) – ***Moved that the Minutes from 25th May, be accepted as a true and correct record with the agreed amendments.***

(Toby Brash/Ngapi Coffin)

CARRIED

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

(Nick Brell/Margaret Metcalfe)

CARRIED

- Lynda and Margret still to complete letters to staff

3. Reporting to Community – Toby will do an introduction of himself June and then Ngapi in July/August
4. RMPT Reporting – No reporting available

AGENDA ITEMS:

- Policy Review – GO01 Roles and Responsibilities of the Board, GO04 Relationship between the Principal and the Board and GO05 Relationship between the Chair and the Principal
- Audit – Legal Responsibilities/Legislation Report (Jennie/Ngapi); Curriculum (Jennie/Jackie); Employer Responsibilities (Jackie/Toby)
- Audit – Form audit team, audit for Roles & Responsibilities of the Board
- Special Topic – Principal’s Performance Appraisal Annual Report
- RMPT MOU – Signed
- Lunch in Schools Programme - report

Meeting Ended at 7.24pm

NEXT MEETING DATES @ 5.30pm:

24th August 21st September
19th October 23rd November

Moved that the Minutes from 22nd June 2020 be accepted as a true and correct record

Signed: _____
(Chairperson)

Date: _____

Action List		
Topic	Person	Date to be Achieved
Policy Review – GO04 Relationship Between the Principal and the Board & GO05 Relationship Between the Principal and the Chair	Lynda	By 12pm, 19 th August
Policy Review – GO01 Boards Roles and Responsibilities – NZSTA Booklet; update from ERO Report	Lynda	By 12pm, 19 th August
Audit Reports – Legal Responsibilities/Legislation	Jennie/Ngapi	By 12pm, 19 th August
Audit Report - Curriculum	Jennie/Jackie	By 12pm, 19 th August
Audit Report – Employer Responsibilities	Toby/Jackie	By 12pm, 19 th August
Lunch in Schools Programme – report back	Nick	By 12pm, 19 th August
Working Bee for gardens	Nick	As required
Principal’s Appraisal Annual Report	Nick/Margaret	By 12pm, 19 th August
Signed RMPT MOU	Margaret	By 12pm, 19 th August
Reporting to the community	Toby	Email to Gaylene
Reporting to the community	Ngapi	Email to Gaylene – next term
Letters to Jo Jenkins, Chris Francis and Carey Bennett	Margaret/Lynda	ASAP
Gift Vouchers to Makeo and Ashleigh	Lynda	ASAP