

Malfroy School Board of Trustees  
Minutes of Meeting held 24<sup>th</sup> August 2020

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

**Trustees:**  
Jackie Leggett

**APOLOGIES:** Ngapi Coffin

**DECLARATION OF INTERESTS:** Nil

**STRATEGIC DISCUSSIONS AND DECISIONS:**

1. Board Vacancies – one vacancy to fill
    - Ongoing – no progress to date; Nick has asked RMPT again and will mention at next Whanau hui
  
  2. Policy Review (see Appendices 1 & 2):
    - ***Moved that policy GO1 Board Roles and Responsibilities, GO4 Relationship between Board and Principal, and GO5 Relationship between Chair and Principal be accepted with the agreed amendments***
- (Jennie McLaren/Jackie Leggett)
- CARRIED**
3. Audit Reporting:
    - Legal Responsibilities/Legislation (see Appendix 3) – tabled and accepted
    - Curriculum (see Appendix 4) – tabled and accepted; excellent documentation provided by Nick
    - Employer Responsibilities/Legislation (see Appendix 5): -
      - Low response to survey; was provided in confidential envelope this year
      - PD for support staff has been very difficult in the past, not a lot available; under new matrix, MOE will provide funding specifically for support staff; school can apply for funding for PD
      - Jennie to convey to all staff importance of completing survey
  
  4. Form Audit Team – Roles & Responsibilities audit team will be Jackie and Toby, reporting to October meeting
  
  5. RMPT MOU Review – this has now been signed and on file
  
  6. Strategic Planning – refer to Principal's report
  
  7. Management Reporting:
    - Finance Report (see Appendix 6) – ***Moved that the Finance report be accepted.***

(Jackie Leggett/Margaret Metcalfe)

**CARRIED**

- Principal's Report (see Appendix 7) - ***Moved that the Principal's report be accepted.***  
(Jennie McLaren/Jackie Leggett)  
**CARRIED**

- 2021 Strategic Plan – subcommittee of Nick, Margaret, Wendy; Margaret to approach Ngapi and Toby; Nick to confirm date and time, most likely Week 8
- Gardening working bee – has not happened as yet as timing has not been ideal; Nick working on solution

8. ***Moved in Committee***

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

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

- ***Moved that the Minutes from 22<sup>nd</sup> June 2020, be accepted as a true and correct record.***  
(Margaret Metcalfe/Jennie McLaren)  
**CARRIED**
- ***Moved that the 2020 Budget Review be accepted.***  
(Jackie Leggett/Nick Brell)  
**CARRIED**
- Principal's Performance Review – tabled and accepted; Nick will share summary document with staff

***Moved out of Committee***

(Jennie McLaren/Nick Brell)  
**CARRIED**

**ADMINISTRATION:**

1. Confirmation of Minutes (see Appendix 8) – ***Moved that the Minutes from 22<sup>nd</sup> June, be accepted as a true and correct record with the agreed amendments.***  
(Margaret Metcalfe/Nick Brell)  
**CARRIED**
2. Correspondence – ***Moved that Inwards Correspondence be accepted and the Outwards Correspondence be approved.***  
(Nick Brell/Margaret Metcalfe)  
**CARRIED**
3. Reporting to Community – Margaret will follow up with Ngapi and Toby
4. RMPT Reporting – No minutes provided; Balance Sheet tabled
5. NZSTA AGM – ***Moved that Margaret is the Board delegate***

(Jennie McLaren/Nick Brell)  
**CARRIED**

**AGENDA ITEMS:**

- Policy Review – GO03 Conflict of Interest
- Audit – Form audit teams, audit for Trustee Code of Ethics and Equal Employment Opportunities
- STP Reporting – Connecting our Curriculum and Community Engagement
- 2021 Charter – Strategic Planning

Meeting Ended at 6.55pm

**NEXT MEETING DATES @ 5.30pm:**

21<sup>st</sup> September                      19<sup>th</sup> October    23<sup>rd</sup> November

***Moved that the Minutes from 24<sup>th</sup> August 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>
Policy Review – GO03 Conflict of Interest	Lynda	By 12pm, 16 <sup>th</sup> September
STP Reporting – Connecting our Curriculum and Community Engagement	Nick	By 12pm, 16 <sup>th</sup> September
Reporting to the community	Toby/Ngapi	Email to Gaylene
Report back to staff – Employer Responsibilities/Personnel	Jennie	Before next meeting
Share summary of Principal’s performance review	Nick	Before next meeting
Working Bee for gardens	Nick	As required
Audit – Roles & Responsibilities of the Board	Jackie/Toby	<b>OCTOBER</b>

