

Malfroy School Board of Trustees
Minutes of Meeting held 21st September 2020

PRESENT: Jackie Leggett (Deputy Chair)
Nick Brell (Principal)
Lynda de Silva (Secretary)
Jennie McLaren (Staff Rep)

Trustees:
Ngapi Coffin

APOLOGIES: Margaret Metcalfe

DECLARATION OF INTERESTS: Nil

STRATEGIC DISCUSSIONS AND DECISIONS:

1. Board Vacancies – one vacancy to fill
 - Ongoing – no progress to date; Nick will follow up with RMPT again
2. Policy Review (see Appendix 1):
 - ***Moved that policy GO3 Conflict of Interest be accepted***

(Nick Brell/Ngapi Coffin)

CARRIED

3. Form Audit Team – Reporting to November meeting:
 - Code of Ethics – Jackie
 - Equal Employment Opportunities – Jennie and Ngapi
4. Strategic Planning – meeting scheduled on 13th October for board and senior leaders @ 3.45pm; Ngapi extends her apologies for this meeting; Nick to email/share document prior to the meeting
5. Management Reporting:
 - Finance Report (see Appendix 2) – ***Moved that the Finance report be accepted.***

(Jennie McLaren/Nick Brell)

CARRIED

- Principal's Report (see Appendix 3) - ***Moved that the Principal's report be accepted.***

(Jennie McLaren/Ngapi Coffin)

CARRIED

6. ***Moved in Committee***

(Nick Brell/Ngapi Coffin)

CARRIED

Subjects: In Committee Minutes

- ***Moved that the Minutes from 24th August 2020, be accepted as a true and correct record.***

(Jennie McLaren/Ngapi Coffin)

CARRIED

Moved out of Committee

(Nick Brell/Jennie McLaren)
CARRIED

ADMINISTRATION:

1. Confirmation of Minutes (see Appendix 4) – ***Moved that the Minutes from 14th August, be accepted as a true and correct record***

(Nick Brell/Jennie McLaren)
CARRIED

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

(Nick Brell/Ngapi Coffin)
CARRIED

3. Reporting to Community – Ngapi will proceed
4. RMPT Reporting – No minutes provided; ask Board Chair to communicate in writing, directing Trust to provide outstanding minutes and AGM minutes; Balance Sheet tabled

AGENDA ITEMS:

- Policy Review – GO02 Trustee Code of Behaviour and GO09 Reporting to the Board
- Audit Report – Roles and Responsibilities of the Board
- 2021 Charter – Strategic Planning

Meeting Ended at 6.03pm

NEXT MEETING DATES @ 5.30pm:

19th October 23rd November

Moved that the Minutes from 21st September 2020 be accepted as a true and correct record

Signed: _____
(Chairperson)

Date: _____

Action List		
Topic	Person	Date to be Achieved
Policy Review – GO02 Trustee Code of Behaviour & GO09 Reporting to the Board	Lynda	By 12pm, 14 th October
Audit – Roles & Responsibilities of the Board	Jackie/Toby	By 12pm, 14 th October
Reporting to the community	Ngapi	Email to Gaylene
STP Meeting - documents	Nick	As required
Written request to RMPT for outstanding minutes	Margaret	ASAP