

Malfroy School Board of Trustees
Minutes of Meeting held 19 October 2020

PRESENT: Margaret Metcalfe (Chair)
Jackie Leggett (Deputy Chair)
Nick Brell (Principal)
Jennie McLaren (Staff Rep)
Karena Ngata (Parent/RMPT)

Trustees:
Toby Brash

APOLOGIES: Ngapi Coffin, Lynda de Silva

DECLARATION OF INTERESTS: Nil

STRATEGIC DISCUSSIONS AND DECISIONS:

1. Board Vacancies – ***Moved that Karena Ngata be appointed to the current vacancy.***
(Margret Metcalfe/Toby Brash)
CARRIED
2. Policy Review (see Appendix 1):
 - ***Moved that policy GO2 Trustee Code of Behaviour and GO9 Reporting to the Board be accepted***
(Jackie Leggett/Karena Ngata)
CARRIED
3. Audit Reports
 - Code of Ethics and Roles & Responsibilities – tabled and accepted, read recommendations, attend free seminars, no actions required.
 - Board Audits – Reformat audits over a 3-year period. Assign a lead person to take responsibility. Request board secretary to review and reformat starting 2021.
4. Charter – Strategic Planning meeting 9th November @ 4.30pm
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.***
(Nicky Brell/Jackie Leggett)
CARRIED
6. ***Moved in Committee***

(Jackie Leggett/Nick Brell)
CARRIED

Subjects: No In Committee Minutes

Moved out of Committee

(Jackie Leggett/Nicky Brell)
CARRIED

ADMINISTRATION:

1. Confirmation of Minutes (see Appendix 4) – ***Moved that the Minutes from 21 September, be accepted as a true and correct record***

(Jennie McLaren/Jackie Leggett)
CARRIED

2. RMPT Discussion – ‘Awareness to Montessori education’, raising the mana of Montessori, the trust are interested to invite Anaru Kapa to speak to this.
3. Board Christmas Function Saturday 5 December, Social Club, 6.00pm

AGENDA ITEMS:

- Analysis of Variance Reports
- Community Engagement
- 2021 Charter – Strategic Planning

Meeting Ended at 7.00pm

NEXT MEETING DATES @ 5.30pm:

30th November

Moved that the Minutes from 19 October 2020 be accepted as a true and correct record

Signed: _____
(Chairperson)

Date: _____

Action List		
Topic	Person	Date to be Achieved
Policy Review – Operational Policy, GO16 Committees	Lynda	By 12pm, 25 th November
Reporting to the community	Ngapi	Email to Gaylene
STP Meeting - documents	Nick	As required
Strategic Priorities – Theory of Improvement	Nick	By 12pm, 25 th November
Draft Variance	Nick	By 12pm, 25 th November
Audit Report - EEO	Jennie/Ngapi	By 12pm, 25 th November