

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 5:30pm, 10th June 2019 AT ALFREDTON SCHOOL

WELCOME

Present:

Claire Audier, Brenda O'Donnell, Katie Falloon, Rob Foreman, Todd Heynes, Kate McKay, Johanna McKenzie Sarah Campbell (NZSTA), Val Harvey (Minute Secretary)

Apologies:

Absent:

Role as a Trustee

The Trustees Code of Behaviour is now structured around our MIGHTY values. All members were given a copy of these to read and sign.

Claire presented the NZSTA Making a difference Trustee Booklet and has added some information pertaining to Alfredton School. Also included the NEGS and NAGs as an overview.

The decision to hold meetings on Monday nights, times to continue at 5.30pm but can be reassessed in summer.

Sarah Campbell arrived.

Claire welcomed Sarah to the meeting and handed over to her.

The evening will provide a high-level governance overview. Looking at everyone's skills and how they all fit together. An explanation of how boards run and support that can be offered and is required by the BOT.

Skills audit sheets were filled in for the purpose of a Needs Analysis

The BOT set the goals and then the Principal (and her team) makes meeting the goals happen.

Also, the Board are the employer of all staff and are responsible for being a good employer.

"The board ensures management occurs by asking questions, the principal assures the board it is done through reporting"

Introduction to Governance sheets and Making A Difference: Trustees Handbook were given to all members.

Appointing and establishing roles.

There are no set rules on roles and these are created to suit the Board

If setting up any sub-committee's appropriate authority needs to be delegated by a resolution. Individuals do not need to be listed but how many members from the Board are required.

RESOLUTION:

For any Personnel and Staffing matters the Board authorises a sub-committee, consisting of the Board Chair and any two other trustees, to have delegation where necessary.

Moved: Claire, Seconded: Jo. All agreed

For any Behaviour Management matters the Board authorises a sub-committee, consisting of the Principal and any two other trustees, to have delegation where necessary.

Moved: Claire, Seconded: Katie All agreed

The above sub-committee's will have full decision-making responsibility on behalf of the board. They may refer back to the board if they deem it necessary.

BOT Portfolios

Chairperson

Todd nominated Rob.
Claire nominated Katie.
Rob declined.
Katie accepted.

Bus

Claire nominated Todd.
Todd accepted.

The Bus Committee members are Lynda Balfour (external appointment), Claire (Principal), Todd (BOT delegate), with the Lead Bus Driver and Parent representative to be appointed.

The committee meet once a term.

They hold full authority to make decisions.

Finance

Rob nominated Jo

Claire nominated Kate.

After a discussion Kate's nomination was withdrawn and Jo accepted the position

Property

Rob nominated himself and was appointed.

Health and safety

Kate accepted this portfolio

Jo requested approval from the Board for purchasing leaving gifts.

(BOT Members: Russ Smith, Marama Papworth and Martin Evans, Staff: Betty Te Patu and Emma Mitchell)

The total purchased value will be within budget so approval is not required.

ERO Report

Claire read through the ERO external evaluation.

Training can be offered from STA to address points as necessary.

Claire will send the document to Katie for signing and will action the return of the signed document.

AGENDA ITEMS FOR NEXT MEETING

NAG 5

Mid year Reporting

Draft Health consultation

Mid Year review of budget

Next Meeting: 24th June Monday, 5:30pm

Meeting closed at 7:36 pm