



# AGENDA

## Parua Bay School : Board of Trustees Meeting

**Date:** Weds 16 February, 5.30pm - 7.30pm

**Venue:** Staffroom, Parua Bay School

### Attendees:

Bronwen Gilmour (Chair), James Buckland, Andrew Glen, Sarah Irwin, Jenna Whaikawa, Tony Horton, Mark Ashcroft (Principal), Lynfa Harris (Staff Representative), Lisa Currie (Minutes - joining by ZOOM).

Agenda	Lead by/ Time	Notes
1. Opening Address	All 3 mins	Karakia Haruru ana te tai a Ihu waka, Marino ana te tai i roto Ko te kina, te mango, te patiki, Nga kai o nga rangatira Hui e, taiki e!
2. Opening	Chair 15 mins	
a) Present		
b) Apologies / Absent		
c) Conflicts of Interest		
d) Minutes of previous meetings		<b>1. Minutes of the Previous Meeting</b>  <u>Moved that</u> the minutes of the meeting held 2nd February are a true and accurate record.  <b>2. Minutes of the Previous In-Committee Meeting</b>  <u>Moved that</u> the minutes of the In-Committee meeting held 2nd February are a true and accurate record.
e) Matters arising from previous meetings	All	1. Review action list

3. Monitoring Reports		Principal 20 mins
a) Principal's Report	MA	<ol style="list-style-type: none"> <li>Principal's Report</li> <li>Avail Pacific Project Update - January 2022</li> <li>150th Anniversary update</li> <li>5YA additional funds - discussion on how this could be spent on a school property project</li> </ol> <p><b>Reports Submitted:</b></p> <ol style="list-style-type: none"> <li>Principal's Report</li> <li>Avail Pacific Project Update - January 2022</li> <li>150th Anniversary document</li> <li>Copy of email from Justine Lapper, Avail Pacific</li> </ol>
b) Treasurer's Report	BG	
4. Strategic Planning		Chair 45 mins
a) Curriculum Review		<ol style="list-style-type: none"> <li>End of Year OTJ Reports</li> <li>End of Year Priority Learner Monitoring</li> </ol>
b) Policy Review		<p><b>Reports attached for annual update:</b></p> <ol style="list-style-type: none"> <li>A1.2 Board Member Register</li> <li>A3. Delegations List</li> <li>A4. Register of Interests</li> </ol> <p><b><u>A3 - Delegation List</u></b></p> <ul style="list-style-type: none"> <li>Principal is a member of every committee except Disciplinary Committee</li> </ul> <p><b><u>Property Committee:</u></b>  <b><u>Moved that</u></b> the property Committee member, xxxxx is delegated authority to investigate and make any recommendations based on those findings to the Board.</p> <p><b><u>Finance Committee:</u></b>  <b><u>Moved that</u></b> the Finance Committee member, xxxxxxx is delegated authority to implement the Board's Finance Committee Terms of Reference, as outlined in the framework.</p>
c) Strategic Focus		<ol style="list-style-type: none"> <li>School Charter 2022</li> </ol> <p><b><u>Moved</u></b> that the 2022 School Charter be ratified.</p> <ol style="list-style-type: none"> <li>Review 2021 Survey Results</li> <li>Review Board Self-Assessment Checklist</li> </ol> <p><b>Reports submitted:</b></p> <ol style="list-style-type: none"> <li>2022 School Charter &amp; AOV</li> <li>2021 Survey Results <ol style="list-style-type: none"> <li>Staff</li> <li>Support Staff</li> <li>Parents/Caregivers</li> </ol> </li> <li>Board Self Assessment Checklist</li> </ol>

d) Kaupapa Maori		
e) Goal for next meeting - 23 March 2022		<b>Policy:</b> Board Induction; Responsibilities of the Principal; Health & Safety  <b>Strategic Focus:</b> Property Management; Annual Report
f) General		
<b>5. Administration</b>		<b>5 mins</b>
a) Correspondence in		Staff leave request - to be discussed In-Committee
b) Matters arising from the correspondence		
c) correspondence out		
d) General	MA MA	1. Update on Covid-19 related actions/issues 2. Update on sponsorship co-ordinator
<b>6. Meeting Closure</b>		<b>5 mins</b>
a) Next Board Meeting		Next meeting: 23 March 2022  <b>Board Report for Newsletter : schedule 2022:</b> Feb 16th - James Mar 23rd - Andrew May 18th - Sarah June 22nd - Bronwen Aug 10th - Tony Sept 14th - Jenna Nov 2nd - TBC Dec 7th - TBC

**Evaluation of Meeting - Summary for 2 February 2022:**

	Not at all 1	2	3	4	Very well 5
1. How well did we accomplish the results we expected from this meeting based on the set agenda?				5	3
2. How satisfied are you with how the team worked as a group?				4	4
3. How satisfied are you with your participation and contribution as an individual?			1	5	2
Is there anything that you believe would improve our meeting process?					