



AGENDA

Parua Bay School : Board of Trustees Meeting

Date: Wednesday 23 June 2021, 6.00pm - 8.00pm

Venue: Staffroom, Parua Bay School

Attendees: James Buckland, Andrew Glen, Tangiwai Baker, Sarah Irwin, Bronwen Gilmour, Mark Ashcroft (Principal), Barbie Reynolds (Staff Representative), Lisa Currie (Minutes)

Apologies:

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 5 mins	
a) Present		
b) Apologies / Absent		
c) Conflicts of Interest		
d) Minutes of previous meetings		<p>1. Minutes of the Previous Meeting</p> <p>Moved that the minutes of the meeting held 19th May 2021 are a true and accurate record.</p> <p>2. Minutes of the Previous In-Committee Meetings:</p> <p>Moved that the In-Committee minutes of the meeting 4th February 2021 are a true and accurate record.</p> <p>Moved that the In-Committee minutes of the meeting 24th March 2021 are a true and accurate record.</p> <p>Moved that the In-Committee minutes of the meeting 19th May 2021 are a true and accurate record.</p> <p>3. Go through actions from the last meeting</p>
e) Matters arising from previous meetings		

3. Monitoring Reports		Principal 20 mins
a) Principal's Report	MA	<p>1. <u>Moved that</u> the Principal's report be approved.</p> <p>Reports submitted:</p> <ul style="list-style-type: none"> a) Principal's Report b) Priority Learning Monitoring 2021 c) Avail Pacific Project Update <p>2. <u>Cohort Entry</u> - Principal to lead discussion on consideration of Cohort Entry for 2022</p> <p>Reports submitted:</p> <ul style="list-style-type: none"> a) MOE Cohort Entry Consultation document
b) Treasurer's Report	BG	<p>1. <u>Moved that</u> the payments for April (totalling \$67,724.92) and May (totalling \$61,425.72) were confirmed as per the circulated schedules.</p> <p>Reports submitted:</p> <ul style="list-style-type: none"> a) Governance Report April 2021 b) Governance Report May 2021 c) Annual Report to 31 December 2020 d) Management Letter Bennett & Associates e) PBS responses to issues raised in Bennett & Associates Management Letter <p>2. Update from B Gilmour on NZSTA Finance Training held 8th June.</p>
4. Strategic Planning		Chair 45 mins
a) Curriculum Review		Te Reo - see Section 4.d.
b) Policy Review		<p>Policy Review</p> <ul style="list-style-type: none"> a) Managing Behaviour and Physical Restraint <p>Reports submitted:</p> <ul style="list-style-type: none"> 1. Original policy 2. Proposed updated policy <p><u>Moved that the revised policy D8 Challenging Behaviour Physical Restraint Policy be accepted.</u></p> <p>Policy Review</p> <ul style="list-style-type: none"> b) Procurement <p>Reports submitted:</p> <ul style="list-style-type: none"> 1. Original Procurement policy - last reviewed 25 June 2018 <p><u>Moved that the Procurement Policy be accepted.</u></p>
c) Strategic Focus		

<p>d) Kaupapa Maori</p> <p>Regular Agenda topics: <i>Results for priority learners post Covid (any insights/differences)</i></p> <p><i>Attendance for priority learners post Covid (last Level 2 - any effect?)</i></p> <p><i>Assessment of service delivery against Treaty of Waitangi policy and/or Level 4(b)</i></p> <p>- <i>Te reo in classes</i></p> <p>- <i>Connection to Russell Bishop work/2020 survey</i></p> <p>- <i>Whanau Hui - timetabling for the year; discussing Strategic Values at Whanau Hui and with Kaumatua</i></p> <p>- <i>Other ways of valuing achievement</i></p>		<ul style="list-style-type: none"> • Connection to Russell Bishop work / Dr Melinda Webber survey 2020 - Principal to lead discussion
<p>e) Goal for next meeting - 11 August 2021</p>		<p>Policy review:</p> <ul style="list-style-type: none"> • Protection and Sharing of Intellectual Property policy <p>Curriculum review:</p> <ul style="list-style-type: none"> • STEAM and Wellbeing • COL WSTs
5. Administration		
	5 mins	
a) Correspondence in		
b) Matters arising from the correspondence		
c) correspondence out		
d) BoT Photos		If you have not supplied a photo to Lisa for the website, individual photos will be taken at the meeting.
6. Meeting Closure		
	5 mins	
a) Next Board Meeting		<p>Next meeting: 11 August 2021</p> <p>Board Report for Newsletter : schedule 2021: 24 Feb - Andrew Glen 24 Mar - James Buckland 19 May - Bronwen Gilmour 23 Jun - Sarah Irwin 11 Aug - Tangiwai Baker 15 Sept - Andrew Glen 3 Nov - Bronwen Gilmour 1 Dec - James Buckland</p> <p>Evaluation of meeting</p>

Evaluation of Meeting - Summary for 19 May 2021 Meeting:

	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?				2	4
2. How satisfied are you with how the team worked as a group?			1	1	4
3. How satisfied are you with your participation and contribution as an individual?				5	1
Is there anything that you believe would improve our meeting process?					