

Okaihau College Board of Trustees
Minutes of the meeting held in the Principal's Office, Okaihau College
6.00pm on Wednesday 20 February 2019

1. Administration

- 1.1 Present** Mrs Janet Graham (Chairperson), Mr Thomas Davison (Acting Principal), Mr Tupari Cowan (Student Representative), Mr Paul Bolton (Parent Representative), Mr Mark Clunie (Parent Representative), Mr Brian Dunckley (Staff Representative) and Mrs Michelle Harrison (arriving late) (Parent Representative).

In Attendance Jenny Couchman (Minute Secretary).

- 1.2 Apologies** There were no apologies.

1.3 Election of Officers

Thomas Davison took the Chair to oversee election of officers.

1.3.1 Chairperson

Paul Bolton nominated Janet Graham as Chairperson. She accepted this nomination, and it was seconded by Mark Clunie.

Bolton / Clunie (carried unanimously)

1.3.2 Deputy Chairperson

Mark Clunie nominated Paul Bolton as Deputy Chairperson. He accepted this nomination, and it was seconded by Janet Graham.

Clunie / Graham (carried with Graham, Bolton, Clunie and Davison voting in favour and Dunckley voting against).

Tupari Cowan nominated Brian Dunckley as Deputy Chairperson. He accepted this nomination. There was no seconder.

1.4 Confirmation of Minutes

That the minutes of the previous meeting be accepted as a true and correct record.

Graham / Clunie

1.5 Matters Arising

1.4.1 Janet has been in contact with Belinda Weber regarding the re-writing of school policies and will report back to the March meeting.

1.4.2 The New Era IT upgrade has been completed.

1.4.3 We are expecting the Education Review Office to return at the end of Term 1.

2. Discussions

2.1 Principal's Report

2.1.1 Tom acknowledged the staff who attended the professional development training at Tauwhara Marae as well as the three Board members who attended.

Michelle Harrison arrived at the meeting at 6.21pm.

2.1.2 The Annual Plan goals will be established and distributed within the next week.

2.1.3 Tom briefed the board on the new teaching appointments.

2.1.4 Student achievement data was discussed. NZQA have changed how they report the data to include all students who have attended 70 days or more or school in one calendar year. This has contributed to a decline in our achievement levels but has also seen a decline in achievement rates nationally.

2.1.5 Tom distributed a template board agenda with trustee packs, as suggested by STA. He asked for feedback ahead of the March meeting.

That the Principal's Report be accepted.

Davison / Graham

2.2 Finance Report

2.2.1 Janet distributed the minutes of the finance committee meeting which preceded the board meeting, and went through the minutes including income and expenditure.

That the Financial Report be accepted.

Graham / Dunckley

3. Monitoring

3.1 Data Analysis

3.1.1 It is too early in the year for any significant data to be presented for discussion.

4. Decisions

4.1 Policies

4.1.1 Complaints Policy

The contents of this policy were discussed; the procedure attached to the policy needs work so Tom will re-draft this to present at the March meeting.

4.1.2 Confiscation of Student Property

This was discussed.

The board would like both policies to go out for community consultation before being approved. Brian Dunkley will organise for the policies to go on the school website and bring any submitted feedback to the March meeting.

5. Correspondence

5.1 Inwards

5.1.1 Thank you letter from Heather Adams for her retirement gift.

5.1.2 Letter regarding Student Representatives training on 8 March.

5.1.3 Letter from Okaihau College branch of the PPTA.

That the inwards correspondence be accepted.

Graham / Clunie

6. General Business

6.1 Wellness Survey

Brian has surveyed teaching staff and there is a consensus that staff would like the Wellness Survey to go ahead. Tom will follow this up with NZCER to gain access to the standard survey so that a link can be sent to all staff. Paul has already drafted a statement from the board to go with the link and will forward this to Tom to use.

6.2 Alternative Education Transport

The alternative education manager who oversees the three trusts who operate alternative education has requested a mini-van. Tom has discussed this with Thyril Weber and they would like to allocate some of the alternative education funds to purchase this mini-van.

That the Okaihau College Board of Trustees approve allocation of alternative education funds, up to \$35,000, for the purchase of a new mini-van for the use of the alternative education consortium.

Dunckley / Harrison

7. In-Committee

That the Board move in-committee.

Graham / Bolton

That the Board move out of committee.

Graham / Bolton

The Chairperson reported that items relating to student welfare had been discussed.

8. Meeting Closure

8.1 Agenda Items Identified

- 8.1.1 Rewriting of policies advice from Belinda Weber.
- 8.1.2 Complaints Policy.
- 8.1.3 Confiscation of Student Property Policy.
- 8.1.4 Wellness Survey.
- 8.1.5 PPTA Branch letter – feedback.
- 8.1.6 Board of Trustees election planning.
- 8.1.7 Agenda template for discussion.

8.2 Next meeting

The date of the next meeting is Wednesday 20 March 2019.

Thomas Davison left the meeting at 7.55pm.

9. Principal's Appointment

- 9.1 Mark opened the discussion in reference to the draft principal appointment process which was circulated in December 2018. STA advised the Board to hold off until this year and also suggested that the board employ an external adviser to assist with the process. Chris Saunders was recommended by both Jan Hoyle at the Ministry of Education and Kay Hawk of The Education Group.

Janet has approached Chris Saunders and he has agreed to meet with the Board at 3.00pm on Tuesday 26 February 2019 at the Okaihau Fire Station. This is for an initial consultation, so that the board members can determine his suitability for the role.

Paul drafted and circulated, prior to the meeting, a resolution regarding the appointment process. This resolution recommends that the four parent representatives form the sub-committee to oversee the appointment of the new principal. Paul outlined the rationale behind the resolution, including that it is unusual for staff to be involved in the appointment of their superiors. Brian indicated that he is not in favour of this resolution as it excludes staff representative and student representative input, and he felt that staff would not have confidence in a parent-only sub-committee decision. He felt that the Board are trying to exclude him from decision making; Paul refuted this.

There was discussion about the resolution and the dissemination of the information. The staff representative, without consultation, had shared the information with staff prior to the meeting asking for feedback. Board members, including the chair, felt that consultation with the board should have occurred, to ensure that professional standards are maintained.

Janet asked board members for further feedback before she closed the discussion. Michelle said that she would like these discussions to take place with Chris Saunders present. Mark supported this suggestion.

10. General Business

- 10.1 Paul Bolton would like a write-up to go into the school newsletter, from the board, indicating that the process for appointing a new principal is underway, and also indicating support of the senior management team during this transition process.

The meeting closed at 8.35pm.

Signed: _____

Dated: _____