



Kokopu School

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Kokopu School Board of Trustees Meeting Monday 17th June 2019 at 6pm

Welcome: Shaun welcomed everyone.

Present: Shaun McMurchy, Toni Hughes, Neil Crowson, Mark Ashcroft, Lindsey Riley, Kirsty Stuart, Ratama Weavers, Vicki Lye.

Apologies:

Strategic Decisions

1. Election of Chairperson - Lindsey nominated Shaun for the position of chairperson, Kirsty seconded, Shaun accepted, unanimous.
2. Principals Report - Mark presented his report. He explained the makeup of the report to our new Board members. It is essentially the charter and the strategic plan and they are implemented into the report and are a guide for running of the school. Green and blue are current topics. It is sent out to all Board members before the meeting and if they wish to raise a question on anything in the report a discussion can take place at the meeting. No comments made regarding the report.
3. Health and Safety Report - Pool Chemicals - Pool FX recommended a panel to close off the chemical area which is easily accessible. He also suggested a chemical dispenser that would go on the filter system rather than putting tablets in the skimmer basket which is not ideal. This could be upgraded within our 5YP grant. Neil reported on progress, or lack of, with the District Council regarding an enforced speed limit on the road outside the school at the start and end of the school day. He will follow this up.
Shaun has asked Toni to take over the health and safety portfolio as Neil is too pressed for time. Thank you Neil for the time you have spent on this.
Shaun has asked Kirsty to have a look at the website and make suggestions on content. She will liaise with Vicki on this. Mark still has work to do on the curriculum which will be put on the website. Mark would also like to see more school activities in the newspaper and approached Kirsty to look into this and suggest contacts.
4. Grounds and buildings - Report tabled. Mark explained how the 5YA works. We suggest work to our project managers, which they obtain quotes for and submit the projects to the Ministry who fund them. Major works should go under this so we don't have to pay out of our op grant. At present Mark is trying to get the cleaning shed replumbed and upgraded through the 5YP. Mark has also requested our project managers include the bike track being metaled through our 5YA.

5. Shaun moved a resolution was made to apply to The Oxford Trust for \$3910.00 for 85 people to travel on the ferry to Camp Bentzon on Kawau Island, Lindsey seconded, unanimous.
6. At a meeting of the Kokopu School Board of Trustees on 17th June 2019, the Board resolved to apply to the Southern Trust for a grant of \$31009.57 towards the cost of purchasing a shed for housing school sports equipment. The Board authorises Vicki Lye, Secretary and Mark Ashcroft, Principal to apply on behalf of the Board.

Monitoring

1. Financial Reports - Payments update. Looking at debtors, Mark will approach families who have not responded sufficiently to get their debt down. A flowchart of procedures taken to recover debt should be created so the same process is followed in future. Debt has been reduced by about \$4000 since the last approach to families. Shaun moved finance is accepted, Toni seconded, unanimous.
2. Banked Staffing Report - Report explained. Mark has employed a part time Te Reo teacher who will be paid out of banked staffing. Year 7 and 8 have to cover another language along with Te Reo and Jo has teaching experience with other languages so she will be a valuable resource. After discussion with the Ministry, Mark has enabled the deficit from 2018 to be paid over the next 8 op grants.
3. Roll 110 - Enquiries from 2 more families who will visit this week.
4. Policies – Outsourcing Policies, School Docs update - ongoing

Discussions

Principal Appointment - As a board the first thing to do is make up the application pack. Shaun has asked Mark to help with this. A vacancy will be advertised in the Ed Gazette and other media for a principal, we will aim to make the 1st of July edition of the gazette. Shaun would like to employ Lil Ruffle to help with the appointment. An appointment committee will be set up. Tama would like to suggest Fiona Baird for the appointment committee, as she has been associated with the school for a long time as an RTLB. Tama would also like to put his name forward for the committee too. We need to investigate who would be allowed to sit on the committee. Shaun and Lindsey have talked with some staff and students about what they want in a principal. Shaun explained how he would like to work this process. He has approached Jennifer and asked her to take on the principal position if we do not find a suitable candidate to appoint as principal for the 4th term. Mark will approach the Ministry regarding support for the board with this appointment. Lindsey, Toni, Neil and Shaun will represent the board on the appointment committee and then an interview panel will be assigned. The interview should be evidence based and confidentiality is most important in this process. The board is happy to have Mark involved in the process up until the application pack is complete and then he will step back. Shaun would like to see Vicki involved in the process and for her to be the contact person for the applicants in the first instance. Mark has reviewed the job description and Shaun will send it on to the rest of the board. The next meeting to put together the application pack will be on Monday 24th June

at 5pm.

Community consultation curriculum - Mark tried to organise a whanau hui at the Mangakahia Sports Complex but it didn't go ahead, as the response came from only 1 family. Since the hui didn't go ahead, a survey was sent out to all families with a response of over 20% which is acceptable.

COL updates - Jennifer has put her name forward to be an 'across school teacher' amongst our COL. This would require her to go to schools and help other teachers with 'Write that Essay'. We will need to employ a teacher 2 days per week to cover her out of class time.

The aim of the COL is to collaborate on learning and professional development for teachers.

Decile Change Application - Mark will contact the senior advisor at the ministry to talk about starting a decile review as our catchment has changed since our last application and this could see our decile reduced.

Confirmation of Previous Minutes & Matters Arising:

Correspondence

In: Northland Waste - Donation for \$250.00 from sale of recycled goods for junior camp

BDO - Management letter

Shane Reti - Decile Funding Bill submissions

Tim Knight - Library painting quote

Out: Pub Charity Grant Application for tee shirts

Family Survey to parents

Education and Workforce Committee - re decile funding.

Matters Arising:

Date & Agenda items for next meeting. Monday 29th July 2019 at 6pm.

Meeting closed: at 8.55pm

I confirm this is a true and correct record of the meeting of the Kokopu School Board of Trustees held at Kokopu School on Monday 17th July 2019.

Mark Ashcroft

Vicki Lye

Principal

Secretary