

## **Kokopu School Board of Trustees Meeting Monday 23rd September 2019**

**Opened:** 6pm

**Welcome/Present:** Yaron Overeem, Mark Ashcroft, Kirsty Stuart, Neil Crowson, Shaun McMurchy, Vicki Lye, Toni Hughes, Lindsey Riley.

The Board welcomed Yaron to the meeting and congratulations on the appointment.

**Apologies:** Ratama Weavers.

### **Strategic Decisions**

1. Principals Report - Report presented.  
Shaun questioned the uptake by staff of students setting goals regarding reading. This is ongoing and can be improved and built on.  
Homework is an option for parents to support and there has been a low uptake on this. Reading incentives need to be initiated. Mark has consulted with Fiona and she is going to address this with New Entrant families next term. It would be a topic to address at the next parent consultation evening to gauge parent interest.  
Room 4 will have Dianne Henwood teaching in this class 5 days per week. Maria could not commit to the whole term as she has moved from the area.  
Spring maths needs more teacher aide input to get this moving.  
Neil questioned the behaviour incidents and Mark explained how they have been dealt with and the necessity of calling parents in.  
A powhiri will be organised for Yaron in term 1. We will also organise a parent consultation evening. These will take place within the first 3 weeks.  
Re thinking appraisals. The Accord between appraisals.  
Mary-Rose will be leaving at the end of this year. We will need to employ someone to take over from Mary-Rose's position in After School Care in Term 1. We will liaise with Yaron on this.  
Chairs - in progress.  
Funding - sports shed will be applied for next year from Pub Charity.  
Lockdown procedure - We will need curtains in the classrooms so no one can see inside, Lindsey will get quotes. Approach PTA for funding. The lockdown procedure is private and will not be published on our school docs site. The procedure will be in the enrolment pack for parents to familiarise themselves with this.  
Maori success survey - Dr Melinda Webber has researched disparity with Maori students and how to reduce this. Staff completing the survey initially.
2. Health and Safety Report - Toni and Mark have not had a walk through yet but have scheduled this for Thursday.  
Seat belts on the bus - Drivers will request all passengers wear seatbelts on the bus and only have one child per seat. Tabled.  
Lindsey presented the property report. Tabled.  
Pool - Lindsey talk to pool FX re chemical release for safety.
3. Traffic Engineers - See property report. Flashing lights. Lindsey will contact Riverview School and see what process they went through with the engineers consultation.
4. Community Gathering to Introduce New Principal - We will organise dates for introduction and ask Yaron come along to prizegiving. A profile will go in newsletter about Yaron.

5. Remuneration for Vicki Lye - A discussion ensued. Mark and Vicki will discuss rates and get back to the BOT. Mark will endorse this pay increase.
6. Expense limit - \$5000 expense limit before BOT approval needs to be sort. This will be put in finance policy.
7. Resolution for Funding for Poor Knights Trip Term 4 and Junior Trip to Goat Island - A resolution was made to apply to Oxford Sport Trust for funding for a senior trip to the Poor Knights Islands on the Perfect Day for our senior students and a trip by bus to Goat Island Marine Reserve for the junior students. Shaun moved, Toni seconded.
8. 2020 Camps - Tama and Anna need to get quotes for their class camps next year so we can get funding applications underway.

### **Monitoring**

1. Financial Reports - Payments update
2. Banked Staffing Report - \$31900.00 as at 10/09/2019. Looking very healthy. Out of this staffing allowance comes Rhonda, CRT, Jo Te Reo and Su Dance. Kirsty moved finances are accepted, Shaun seconded.
3. Roll 118
4. Policies – Lockdown and School Docs Update - Schooldocs has been submitted. Mark did a lot of work on this. School Docs will format this and give us a preview before it is published on the website.

### **Discussions**

COL updates and recruitment for 2020 AST release - Ask Jennifer can liaise with Yaron on recruitment for teaching her class two days while on Kahui Ako release.

Decile Change Application - Ongoing Vicki to investigate..when deciles going out? Is it worth reviewing.

Principal Appointment - Debrief. The BOT did an excellent job of recruitment. The Board was professional and thorough with the process and consultation within our school community was appreciated by all.

Long grass between fences - Goats were suggested for grazing between fences. Toni is arranging to bring her horses into the wild area to graze. The bike track will need to be cordoned off while they are grazing.

Bike Track - \$1000 toward bike track metal was funded by the Northern Regional Council and the MOE are funding contractors to upgrade bike track. This will make the bike track available for all weather use. Shaun will talk to Clements contractors regarding discount on metal.

**Confirmation of Previous Minutes & Matters Arising:** Shaun moved these are accepted, Lindsey seconded, unanimous.

## **Correspondence**

**In:** Ritchies - Bus Safety  
Teaching Council - Re-thinking Appraisals  
MOE - Oct Grant

**Out:** Pub Charity - Audit Report Submitted  
MOE - Project (cleaning shed) Input  
School Docs -

## **Matters Arising:**

Nil

## **Date & Agenda items for next meeting.**

Thursday 24 October 6pm or Wednesday 23rd October. To be confirmed.

Closed 8.45pm.

## **In Committee**