

Minutes of the Board of Trustees Meeting held 4 April 2018 at 7.00pm in Room 4, Greta Valley School.

Present: Dave Curtis, Malin Stone, Lisa Connor, Ian Gardner, Kate Verrall, Megan Whelan, Jo Loe and Megan Garside.

Apologies: Nil

Welcome

Welcome and Declaration of Conflict of Interest

Kate welcomed everyone to the meeting and called for any declaration of conflict of interest, none were raised.

Code of Conduct

The code of conduct has now been signed by all trustees (see attached).

Action

Principals Report

As tabled and attached.

NAG 1 Curriculum:PB4L

Malin presented report for 2017. See attached.

NAG 2 Documentation and Self Review: No requirements

NAG 3 Employer Responsibility: All police vets for staff have been actioned.

NAG 4 Finance and Property: Draft annual accounts are not due back from School Support until May. They will be passed at June meeting.

NAG 5 Medicines, Minor/Moderate Injury or Illness Policy Assurance: Policy to be amended with details of where medications are kept and administered.

Malin

NAG 6 Legislation and Administration: No requirements.

Strategic Goals #1 Holistic Education: Malin presented updated expected outcomes of Strategic Goal.

Compliance Checklist: This has been uploaded to Google Drive and the majority of Term 1 requirements have been checked off. Malin to complete

Malin

M Stone/M Whelan

Finance Report

As tabled/discussed and attached.

It was moved to accept the Finance Report

M Stone/L Connor

Policy Review

Home Learning Policy: Dave reviewed with no changes required.

Financial Control and Expenditure: Ian reviewed with no changes required.

Physical Restraint Policy: Policy updated to list names of staff who are authorised

to apply physical restraint if necessary. Two non-teaching staff have also been given authority. Board moved to accept updated policy.

Special Issues

Policy Framework

Malin and Lisa to review and once confirmed these will be uploaded to School Docs.

Informal Delegations

These are to be minuted at the first meeting of the year. For 2018:

Finance: Dave, Lisa and Kate

Property: Ian, Dave and Jo

Funds and Grants: Megan W, Kate, Malin

Principal Appraisal: Lisa, Kate

Health and Safety: Megan W, Jo

Bars/Playground

Ian has installed the bar in the Junior playground.

NZSTA Board Chair Residential and NZSTA Conference

Kate is attending the Chairperson Residential conference in Wellington at no cost to the school. Called for anyone interested in attending the NZSTA conference in Rotorua in July. Board to consider and get back to Kate if they wish to attend.

M Stone/K Verrall

Red Cross Fund

It was moved to apply for funding to go towards the cost of a school production in Term 3 and to use any excess funding to go towards the cost of a school celebration of the 125th Jubilee of Greta Valley School.

M Stone/K Verrall

ERO Visit Outcomes

The Boards discussed the report received from ERO and the response formulated by Kate, Megan W and Malin. Malin to go into the ERO office and drop off response.

Policy Reviews for next meeting

Reporting to Parents – Jo

Visitors – Lisa

Staff Leave – Kate

Correspondence

As attached

Administration

Minutes from Last Meeting

The minutes of the last meeting were passed as a true and accurate record.

M Stone/K Verrall

Next Meeting

Next meeting: 17 May 2018

There being no further business the meeting was closed at 9.00pm.

Signed: _____ Chairperson Date: _____

Signed: _____ Secretary Date: _____