

## Unconfirmed Meeting Minutes March 21st 2023

Meeting opened at 5:35 pm at Kaikohe Christian School

### 1. Administration Matters

- Present: M Shaw, D Rogers, P Geisbers, D Prickett, joined by K Paroane and T Paroane at 6:30.
- Nil Apologies

### 2. Board Correspondence [attached](#)

**Resolved:** “**THAT** THE INWARD CORRESPONDENCE BE RECEIVED AND THAT BOARD WRITE A LETTER OF SUPPORT FOR THE PROPOSED KURA AT WAIMATE NORTH.”

D Rogers/M Tito

Carried.

### 3. Financial Report [ATTACHED](#)

**Resolved:** “**THAT** THE ANALYSIS OF THE FINANCIAL ACCOUNTS BE APPROVED.”

D Rogers/P Geisbers

Carried

### 4. Principal’s Appraisal Summary Report.

Board specific part of report tabled in November and again at meeting.

**Resolved:** “**THAT** THE BOARD SPECIFIC PART OF THE PRINCIPAL’S APPRAISAL REPORT BE RECEIVED.”

P Geisbers/D Prickett

Carried

**Matters arising:** Presiding Member will table the second part of the summary report relating to Professional Standards. New system is coming into play called PGC. Need to begin putting this in place for this year.

### 5. Policy Review:

Review of Board Meetings and Board Review policies completed. Some adjustments to the words and times.

Comments:

- Board members are responsible to do their own self review of their performance. A useful guide is [www.nzsta.org.nz](http://www.nzsta.org.nz) or [Community Law](#).

- The Presiding Member (Chairperson) is responsible for an annual evaluation of his/her effectiveness and performance in discussion with individual trustees and the principal and will coordinate an annual review of the effectiveness of the board of trustees and provide a report to the board and the Proprietor on the outcomes. The review will be based on the Strategic Plan and the Governance Policy

6. **Curriculum Review:** Technology and Literacy. Deferred to next month.

7. **Strategic Focus**

- **Principal's Report:** [Ongoing summary of progress to date.](#)
- **Board discussion:**
  - a. Staff members will aim to have their camps and trips into the board well before board meetings but where this is not possible, board members must respond to the Principal's email requests in a timely manner so that he can address any issues before staff, students and parents are committed to going.
  - b. Principal is to ensure that all overnight trip forms are filled out correctly and circulated to the board before seeking approval from the Board.
  - c. **Resolved: "THAT THE [Urupukapuka Camp](#), [Auckland camp](#) and [Rotorua](#) Trip BE APPROVED SUBJECT TO THE Y12 LIST BEING ADDED TO THE URUPUKAPUKA CAMP AND THE AMENDMENTS OF NEW STAFF AND PROGRAMME BE ADDED TO THE AUCKLAND TRIP."**

K Paroane/P Geisbers

Carried

- d. **Resolved: "THAT THE PRINCIPAL AND PRESIDING MEMBER BE APPOINTED TO A DISCIPLINARY SUBCOMMITTEE."**

D Rogers/M Tito

Carried

- e. **Resolved: "THAT K PAROANE, PROPRIETOR DELEGATE, STAFF DELEGATE, PRINCIPAL AND STUDENT REP BE APPOINTED TO A STRATEGIC PLANNING SUBCOMMITTEE."**

M Shaw/P Geisbers

Carried

Please read Board Policy on Subcommittees in the Governance Manual

8. **Student Rep:** Summary of Student Council feedback next meeting.

9. **Special Topic:**

- Board notified that a Physical Restraint Policy is required
- Property Report Tabled: Will include consultation with the community on the Health Curriculum and Strategic Plan on May 22nd.

**10. Confirmation of previous minutes**

**Resolved: “THAT THE MINUTES OF THE PREVIOUS MEETING BE TAKEN AS READ.”**

D Rogers/M Tito

Carried

**11. Meeting Closed** by K Paroane at 7:25 pm

2023	07 Feb	21 Mar	02 May	13 Jun	25 Jul	05 Sep	17 Oct	28 Nov
Policy Review (5-15 Mins)	Board Meetings		Board Committees Board Review		Delegations to the Principal		Principal Performance Appraisal	
Curriculum Review (5-15 Mins)		Technology		Mathematics		Literacy		Music
Strategic Focus (45-60 Mins)	Variance Reports and Annual Targets Confirmed	Literacy		Numeracy	Ongoing summary of progress to date		Budget	
Special Topic (45-60 Mins)		Principal's Performance Report	NCEA Progress	Special Character Report		NCEA Progress		Annual Planning