

MINUTES OF KAPANUI SCHOOL BOARD OF TRUSTEES MEETING

Held on
Tuesday 26 March 2019
At 7.00pm

Present: Charles Norwood, Craig Vidulich, Janet Doughty, Kirsty Green, Diane Richards, Gordon McKenzie, Ben Addington, Jayme Ropata, Kiriana Papara and Jeanette Turkington

Opened Meeting with a Karakia

Apologies: None

Welcome:

Principal's Report

Craig shared a Strategic Survey Form that he has created for the community to complete. He suggested name 'Korero@Kapanui'. Craig has met with Chris and a timeline has been drawn up. The first stage of the planning process is information gathering.

Craig will send google doc with form content to Board members so they can add their comments. **ACTION:** Craig

Principal coffee mornings have been useful; it is a good opportunity to have a casual conversation with parents. Ben suggested that it would be good to include topics of conversations that come from these meetings in weekly newsletter.

Powhiri Group visited Whakarongotai Marae for a shared lunch. The school continue to work on build good relationships with the local Marae.

Ben asked if Modernisation plan had been shared with staff. Yes, they have been looked over by senior management and staff will have the opportunity to see them and make comments.

Principal's Report

Motion: Principal's report for March is accepted.

Moved: Craig **Seconded:** Charles **Accepted**

Finance Reports for February

Board expenses high because of farewells for staff retiring.

Motion: Finance report for February accepted.

Moved: Charles **Seconded:** Ben **Accepted**

Draft Financial Statements 31 December 2018

Motion: Draft Financial Statements tabled and accepted.

Moved: Craig **Seconded:** Janet **Accepted**

Review Schedule tabled.

Craig assured the Board that correct procedures and processes are being followed at Kapanui.

Christchurch Tragedy

A Hui was held at school on the Friday to observe the national 2-minute silence in memory of the 50 people who died. It was respectful and children and staff coped well.

A discussion on lock down procedures. Craig informed the Board that MOE are reviewing their procedures and they will instruct schools on best practice.

2019 Triennial Board of Trustees Elections

Three vacancies Charles, Janet and Kirsty.

Election timeline:

- Select Returning Officer by Wednesday 1 May 2019
- Close Main Roll Noon Wednesday 8 May 2019
- Call for Nominations by Friday 10th May 2019
- Close Supplementary roll Noon, Wednesday 22 May 2019
- Nominations Close Noon Friday 24 May 2019
- Voting Papers Sent by Wednesday 29 May 2019
- Election Day (voting closes) Noon Friday 7 June 2019
- Count Votes Thursday 13 June 2019
- Board Takes Office Friday 14 June 2019
- The suggested common election date is Friday 7 June 2019.

Motion: Appoint Jeanette Turkington as Returning Officer and use Friday 7 June as election date.

Moved: Charles **Seconded:** Diane **Approved**

Charles will stand down as Chair and this is his last meeting.

Motion: Ben will act at Chair until Board election.

Moved: Charles **Seconded:** Gordon **Approved**

Property

Work on turf was carried out at the end of last year, a regular maintenance schedule has been organised.

Agenda item for next meeting

Turf update.

Minutes from last meeting

Minutes from previous meeting confirmed as a true and correct record.

Moved: Charles **Seconded:** Janet **Accepted**

Correspondence In

None

Ben, Craig and Diane thanked Charles for his leadership and accessibility. His contribution to the school over his two terms in office was acknowledged. Ben presented Charles with a token gift from the Board. Charles stated that he has enjoyed his time as Chair.

Meeting closed at 8.25pm
Date of Next Meeting 23 May 7pm

Signed _____ Chairperson, Board of Trustees

ACTION SHEET FROM MARCH MEETING

	Action point	By	Completed
	Send content from form to BoT for their comments	2 April	
	School reviews put note in newsletter	2 April	

Number of members attending meeting	9
Length of meeting	1.25
Preparation for meeting	6
Time spent on other activities since last meeting	0