

Board of Trustees Meeting Minutes

Wednesday, 21st February 2018, 7pm, Board Room at Rolleston College.

Agenda Order		
1.	Welcome	Who
	1.1 Present - <i>All present</i>	Board Chair
	1.2 Apologies - <i>No apologies</i>	Board Chair
	1.3 Agenda/order paper <i>Agenda alterations</i> <ul style="list-style-type: none"> ● With everyone's approval under workplan 5.1 would like to add in 2018 Board Chair elections, 2018 Deputy Board election and BOT review of Principal Appraisal ● Add Annual Accounts Preparation and Reporting 9.1 A ● Postponement of Tau Mutu Liz Brown visit 	Board Chair
	1.4 Conflict of Interest declarations - <i>No conflicts of interest</i>	Board Chair
2.	Minutes	
	2.1 Ratify minutes of meeting on 13th December 2018 <i>Adjustment requested "Non-creasable adjusted to creasable"</i> MOVE: With alteration, Lynley moves that the minutes are true and correct. Matt seconded. Carried unanimously.	Board Chair
3.	Matters Arising Matters arising from previous minutes already captured within agenda below <ul style="list-style-type: none"> ● BOT Work Plan (Lynley Shaw) ● BOT Communication Plan (Ric Stevens) ● BOT Professional Development Plan 2018 (Lynley Shaw) ● EAP Programme (Steve Saville) ● 2018 DRAFT Budget Ratification (Barry Ward) ● AoV, Annual Report and Auditor 2018 process (Steve Saville) ● Senior Uniform Committee Update (Lynley Shaw) <i>Lynley read out minutes arising and noted all items captured within agenda below.</i>	
4.	Taumutu Runanga <i>Liz sends her apologies and reconfirmed for 16th May 2018.</i>	Liz Brown
5.	BOT 2018 Workplan and Dates (2018 BOT Work Plan)	Board Chair

	<p>As per December Board meeting, April and May the board work plan and board dates decision were delayed. Lynley asked what would the Board like to do in relation to the April and May Board dates.</p> <p>The April meeting falls within school holidays. One option to cancel this meeting and move it to Wednesday 02.05.18. The May meeting is currently set for 16.05.18, if we push April meeting to 02.05.18 we may need to move the May meeting until 23.05.18.</p> <p>One of the reasons we had held off on these meeting dates was a possible ERO visit. Steve believes ERO has published their planned visits and are required to give a school eight weeks notice. So it would be fair to say ERO won't be visiting us in April.</p> <p>(Lynley) In our original work plan, during March and April, we are supposed to be reviewing our strategic goals and the vulnerable children policy. At this stage, I don't imagine a policy review will be necessary given these were ratified by the BOT in June last year. To some extent, we are reviewing strategic goals as part of the Annual Report. So it is whether or not we hold an April Meeting and move everything across.</p> <p>(Steve) At the end of the Annual Report, we have set our 2018 goals as part of our 5-year plan.</p> <p>(Barry) I assume we are not rushing to change that?</p> <p>(Steve) Don't believe so.</p> <p>So if we are not having ERO visit, does anyone want to have a meeting in the middle of the school holidays. No.</p> <p>(Steve) The ERO Readiness is a comprehensive report. So in lieu of the lack of meeting, it will give us a chance to add to the content.</p> <p>MOVE: That we cancel the April meeting and that the Board Work Plan scheduled for April be moved to May. On the original May date meeting 16.05.2018. Steve seconded. Carried unanimously.</p> <p>Small alteration requested in August / September as month incorrect, Raewyn to adjust.</p>	
5.2	<p>Principal Appraisal</p> <p>As a Board, we chose to use Neil Wilkinson to establish our 2018 Principal Appraisal. I will distribute this for BOT review and later approval. The key elements include</p> <ul style="list-style-type: none"> ● NCEA accreditation and readiness. ● Integration of Year 9 and 10. ● Staff development and integration of new staff. Preparation for NCEA additional staff. ● Work life and balance. <p>MOVE: That we accept the principal's appraisal document and goals as tabled. Barry seconded. Carried unanimously.</p>	
5.3	<p>Board Chair / Deputy Chair Election</p>	

	<p>As part of our annual process, we need to re-elect a Board Chair and Deputy Board Chair.</p> <p>Nominate Lynley for Board Chair no further nominations made.</p> <p>MOVE: That Lynley is accepted as Board Chair. Greg Seconded. Carried unanimously.</p> <p>Nominated Greg for Deputy Board Chair, no further nominations made.</p> <p>MOVE: That Greg is accepted as Deputy Board Chair. Greg Seconded. Carried unanimously.</p> <p>MOVE: Propose that all delegated authorities stand as per 2017. Steve seconded. Carried unanimously.</p>	
6.	<p>BOT Communications Plan Discussion (Comms Plan)</p> <p>Ric has submitted the BOT Communication Plan as a possible template to allow the Board to anticipate and consider issues which may require public consultation and communication. The content outlined below is a suggested starting point only for what may be considered a “living document”. Board members are invited to raise issues and discuss how they might be dealing with at regular board meetings.</p> <p>Ric talked through headings. The issue, responsibility, explanation, key messages, communication and key stakeholders in order of communication priority. For instance, NCEA accreditation would be the Principals job talk to the community about. On the other hand, the educational review process over the next 18 months will be huge. This document will allow us to anticipate questions and use the wider wisdom of the group.</p> <p>It is kind of a risk assessment in a way and gives us a framework to move forward. Any questions or feedback.</p> <p>(Lynley) It's a really good document? Any comments</p> <p>(Barry) It was really good to see Rolleston College profiled in the paper lately.</p> <p>(Steve) We have provided two middle management allowances towards school communications. Andrew Cooper has taken over the school newsletter. Danielle Gallway, is coordinating print media and actively getting our news items out there. That was on the back of Lynley asking how we get our message out there.</p> <p>(Matt) Thanks for all those who were taped by our learners last year, but we are still waiting on the learners to process these. Matt looking at something typed.</p> <p>(Lynley) Do we need profiles?</p> <p>(Steve) It is good to have profiles so the community is aware of who is on the Board.</p> <p>(Lynley) Would prefer there are no contact details for the board. All in jest, our contact numbers and emails should not be on the website as everything should come through the school. We did have one for the establishment board and was important because there was no school.</p> <p>(Greg) It wouldn't probably hurt to have one paragraph about each of us.</p>	Ric Stevens

(Ric) It helps the school know who you are.

(Lynley) Do we want to put a face to our profile?

(Ric) Yes, its good for the community to put a face to the name.

(Lynley) Do we want to write our own blurb or have it put it together?

(Steve) Perhaps we write our own, it goes back to board for review and then onto Andrew for loading.

ACTION: Each member of the Board to write no more than 150 words max.

(Ric) Is there any means on how we track who reads and opens school communications. Rachel looks at Facebook and school app regularly. We have well over 1,000 people that the app goes out. We don't know how many via the APP alert.

ACTION: Steve to look at some stats on app and communications

(Lynley) Within the communications plan under Modern Learning Environment, can we add PPP and MoE as a key stakeholder? Under Education Review MoE as a stakeholder. In celebrating our success believe this needs to encompass the whole community. For uniform, learners parents and community. And future expansion to include staff, parents, learners, council and community. One would think the MOE would already know about future capacity concerns. But we will talk about this shortly

ACTION: Adjustments to be made. (Completed by Ric)

(Ric) If they ever expanded Rolleston College would they keep the same process as part of PPP? (Lynley) Not sure but I wouldn't want to see is two sets of PPP contracts and rules for the same site.

(Ric) Is there any other items we need on there.

(Lynley) Can we also look at adding state of emergencies and school closures?

ACTION: Adjustments to be made. (Completed by Raewyn)

(Matt) Should we also be adding disciplinary situations? (Lynley) To be fair this is a management issue, not a governance issue. However, we could put disciplinary issues on here as part of our school communication policy. To be clear there should be no release of news items to the public or media unless it has been vetted by Board. And only the Board and Principal are able to speak on behalf of the school

(Ric) When we publish our report is it publically available? (Lynley) Yes, anyone can request it and is discoverable. For instance, the ERO report is readily available.

ACTION: Please email Ric regarding feedback or additions.

MOVE: That your communication plan is accepted as a working document and goes on google documents for BOT alterations and amendments. Seconded by Matt. All agreed carried.

7.	<p>BOT Professional Development</p> <p><u>6.1 NZSTA Board Professional Development Courses</u> (NZSTA Flyer) Commencing 28th February, courses include:</p> <ol style="list-style-type: none"> 1. Governance Essentials 1 & 2 (Barry) 2. Governance Essentials: State Integrated Schools 3. Leading an Effective Board 4. Your Community, Engagement, concerns and complaints (Ric) <p>(Lynley) Does anyone wish to attend any of these NZSTA sessions? if so please log onto the link and enrol yourself.</p> <p><u>6.1 BOT Professional Development Plan 2018</u> (Lynley) Just following on from our development day last year. Steve have we managed to do the Environment Check and identify possible risk factors with our teaching staff. (Steve) I believe so.</p> <p>(Lynley) We probably need to look at combining those risk factors so we can look at how we can best mitigate, educate or be prepared for some of those things.</p> <p>ACTION: Steve to follow up with Team and look at combine Board and Staff environmental factors into one document.</p> <p>ACTION: Rae to retrieve and distribute a copy of Environment Check / Risk Assessment.</p> <p>(Lynley) Is there anything else from that day that we would like to follow up on?</p> <p>(Barry) I would look like to look at how we differentiate between governance and management.</p> <p>(Ric) For me it's more on the financials. It is a complicated document to get my head around it. (Greg) It is probably complicated because we see so much detail. (Lynley) A lot of Boards wouldn't have this much detail. I</p> <p>(Ric) The last school I had it was only a few pages. (Barry) Solutions and Services does provide us with that level of information</p> <p>(Lynley) We could say we don't want to see all that detail. The key summary provided by Solutions and Services is a key document and significant for us as a board.</p> <p>(Steve) Yes, there is a lot of money and a lot of detail. However, there is a real need especially for the establishment grants for us to be transparent to ensure the money isn't frittered.</p> <p>(Lynley) At the NZSTA conference, there is a budget section. Perhaps the finance courses would be beneficial?</p> <p>(Barry) Are we planning to attend the NZSTA conference?</p> <p>(Lynley) We would need to assess where it is and cost.</p> <p>(Matt) What we did was good but need next steps.</p>	Board Chair
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ACTION: Lyley to talk to Tom and talk about whether or not we do this with him or we can do that ourselves.

8. Ministry Roll Projection Discussion

Current year 6-8 combined Rolleston state primary school rolls, 2010 to 2017.

	Year 6	Year 7	Year 8
2010	172	123	102
2011	169	136	129
2012	227	143	147
2013	184	193	136
2014	267	148	178
2015	247	217	165
2016	305	207	221
2017	332	262	222

Note all local state primary schools in the Rolleston College enrolment zone are included. Schools included are; West Rolleston School, Burnham School, Rolleston School, Weedons School, West Melton School, Lemonwood Grove School, and Clearview Primary School. Rolleston Christian and Waitaha Schools are not included.

(Lynley) When we were originally talking to MoE about building size and capacity we were told that the current build would be able to handle 1,100 and the extension 1,500. The EBOT was concerned that the numbers were incorrect and they were basing the figures pre influx. The figures are based on last years enrolment numbers of 220.

When we look at the 2017 Year 8 numbers (222) 216 ended up in our college. We know that some of those are due to community growth. So we are now at 448 enrolled learners. 432 excluding Waitaha.

We have 262 (2017 Year 7's) in our community for enrolment in 2019, so could safely say that 250 are going to attend our school next year. 30 more than planned. We have a further 332 (2017 Year 6's) in our community which means we could get another 322 learner numbers in 2020.

We know there are another 600 sections of the market plus West Melton and the motorway is due to open. Based on these estimates, by 2020 we will have over a 1000 learners.

(Ric) The MoE appears to be constantly underestimating growth in our area. We also know we are losing some of our learners in year 7 and eight to Kirkwood however many come back to us. (Between 10 to 15).

(Lynley) I do think once the 2018 figures come out we will be beyond the current levels and will impact our school. The Ministry is now closely monitoring and reviewing the situation. To go back to Ric's question. We will have an opportunity to test additional building works under a PPP.

(Greg) There was a planned extension on the original site plans.

(Lynley) Based on original conversations it was anticipated that we wouldn't need an extension until 7 years.

(Steve) One of the things the MoE will look back at us is square footage. So they will use areas like the theatre and circulation spaces when calculating. I suspect that 900 will test our capacity.

(Ric) That means we will get there in two years time.

(Lynley) That's why we need to start this process now! The MoE will see figures at 1st March. It is now on their radar. Potentially we will be the first PPP which will need new extensions. It is going to test the existing contract.

	<p>There is a high chance there will be a contract for the new building. PPP will tighten up on that contract and there is no way we will want two sets of rules for two buildings on the one site. We are not part of those discussions. (Steve) PPP really doesn't understand the concept of being a school. Kids shouldn't wash their paint brushes in the art department sink.</p> <p>(Lynley) So, for now, we will need to wait for the 1st March to see figures.</p> <p>(Ric) Are we also worried about the current government not wanting PPP?</p> <p>(Lynley) If the government takes over that is not an issue. A lot of this is outside of our control and we may need to push and push hard. We weren't supposed to have this building for 7 years and they probably haven't planned it fully. So get ready for a battle.</p> <p>(Greg) How are we going to do it without Linda Youll?</p> <p>(Lynley) This is an important risk factor and we need to factor that in.</p>	
9.	<p>9.1 Finance Report</p> <p>Supporting Documents (December Finance Report 2017)</p> <ul style="list-style-type: none"> ● S&S Management Report – December 2017 ● S&S Group Detail Report – December 2017 ● S&S Aged Payables Report – December 2017 ● S&S Aged Receivables - December 2017 <p>Supporting Documents (January Finance Report 2018)</p> <ul style="list-style-type: none"> ● S&S Financial Report Commentary – January 2018 ● S&S Management Report – January 2018 ● S&S Group Detail Report – January 2018 ● S&S Aged Payables Report – January 2018 ● S&S Aged Receivables - January 2018 <p>(Barry) Important to note that the GST Liability has been accrued in 2018 and reflected in the reports. Any questions or concerns?</p> <p>MOVE: That the Finance reports for December and January be accepted as tabled. Lynley seconded. Carried unanimously.</p>	Barry Ward
	<p>9.2 2018 DRAFT Budget Finalisation and Ratification</p> <ul style="list-style-type: none"> ● 2018 Final Draft Budget Statement of Comprehensive Revenue & Expenses Management Report * For ratification approved in principle in December 2017 ● 2018 Final Budget Group Details Report, Comparisons & Commentary. * Ratified in December 2017 <p>(Barry) Apologies I thought I had emailed everyone last year to get this approved. Last year we managed to overcome original budget discrepancies. So we now need to ratify the 2018 DRAFT Budget. Before we continue any questions or concerns. None mentioned.</p> <p>MOVE: That the 2018 DRAFT BUDGET be accepted as tabled, with amendments made in December 2017 meeting. Steve seconded. Carried unanimously.</p>	Barry Ward
	<p>9.3 Annual Accounts Auditor Preparation</p> <p>(Barry) One small addition, the team is currently working to prepare our Annual Accounts due to the auditor by the 31st March. This includes an</p> <ul style="list-style-type: none"> ● Analysis of Variance ● The Principals and Chairpersons reports ● Signed SAAR summary report ● List of BOT members ● Kiwisport details <p>In preparation Solutions and Services suggests the Board authorises the</p>	

	<p>Principal and Chairperson to sign a <u>Statement of Responsibility</u> as soon as possible following audit advice and once the accounts have been cleared for signing.</p> <p>MOVE: The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2017 annual accounts on the Boards behalf when confirmation is received that the audit has been completed. Lynley seconded. Carried unanimously.</p> <p>Solutions and Services would also like the Board to include a budgeted <u>Statement of Financial Position and Cash Flow Report</u> derived from the Boards 2017 operating and capital purchase budgets.</p> <p>MOVE: The Board approved the inclusion of a budget for the 2017 Statement of Financial Position and a budgeted Cash Flow which are derived from the Boards 2017 operating and capital budgets. Lynley seconded. Carried unanimously.</p>	
10.	<p>10.1 Principal's Report (<u>February 2018</u>)</p> <p>Key points.</p> <ul style="list-style-type: none"> ● Over the break, we received our <u>NZQA accreditation</u>. We met with our NZQA rep today and they fully support what we are doing. There was an opportunity to voice any concerns and these were all allayed. The changes that are going to take place this year and next year, which means we will do the work for NCEA level one and then it will go. This is in line with what Chris Hipkins said today. ● <u>Recruitment</u> wise there are ten vacancies being added in the Education Gazette each day. There is a teaching crisis and so no surprises we are struggling to recruit. Merrin will be on maternity leave shortly. Annies replacement is been appointed from England and we are stepping through the layers of bureaucracy. We had to do this same process for Annie, however, this is not a permanent fixed term but a maternity leave position. The process very hard and it is frustrating. ● We currently have a <u>high number of learners with specific learning needs</u>. We are looking at the budget to see how we can get some more support/funding for those learners. ● Stand down noted and discussed. ● Be brave be kind, got us off to a good start. There are reoccurring issues inherited from primary school what is being labelled as "Bullying" in a broad sense. It doesn't matter how small the issue we do contact home and everyone is talked to. This is ongoing and it is taking up a lot of SLT time. ● PPP going well, but has hit a few snags <ul style="list-style-type: none"> ○ The swale clears so is no longer a lake now a river. ○ The field continues to bog, Matt couldn't train on it and Rugby will probably damage it further. We didn't see any more drainage added on the fields so we don't believe this has been remedied. ○ Whare ducting not done yet. ○ Paint still outstanding. ○ Outside hoops are now installed ○ David Pritchard resigned in December and yet to meet his replacement. Multiple changes within FSP and MoE. ○ Linda's replacement lasted two weeks. change with MInistry ● We did have an <u>H&S incident</u>, where a few learners snuck out at night 	

(12 am and 2 am on weekends) came to school and two climbed onto the roof. The learners admitted to going up via the staff balcony. All homes were contacted, the police were also contacted and the police have spoken with learners and families.

As an out of school incident, we couldn't do anything about it. However, there are two things that concern me, while out they came across some dangerous behaviour by other teenagers and young adults. Walked past a car with alcohol and significant drug use. * meeting with council about these issues. While it's not my job but it's my concern

I want the access/climbing wall issue rectified. The act happened outside of core hours so the matter sits with PFM but it could have easily happened during core hours. While we are not liable we are looking at possible solutions.

As a result, we also know that they also climb up onto the walkway and we believe there will be attempts to climb onto the sails at some stage. We are proposing more cameras as there are weak spots around the school.

- We are subscribing to school docs to check our policy and procedures. Most of our documents are more extensive but it will allow us to check that we have everything in place.
- International Trips have been communicated to gauge interest and assess costs.
- We had a new firewall installed but had some issues which stopped connectivity. I believe it is back up and running.
- We are currently trialling Education perfect for Maths Curriculum. Year 9 is already on Khan Academy and Pete is overseeing that.
- An ambulance was called for a boy who injured himself on the Waitaha basketball hoop ball. He is now back and school.

MOVE: Steve moved that we go in committee regarding a staff complaint.

Lynley seconded. Unanimously Agreed

MOVE: Steve moved that we go out of committee regarding a staff complaint.

Lynley seconded. Unanimously Agreed

ACTION: Teachers are under clear instructions around the nature of their interaction with social media. The school needs to provide some guidance.

- We are experiencing reduced site visits.
- A highlight. Our first-year teacher did a dissection of eyes and she was buzzing afterwards. We also had two of our stauncher boys outside not able to participate. .

Any questions?

(Greg) There was some mention of Maths last year. As a board can we hear more about what is happening in the Maths area. (Steve) We are currently testing and I will be able to report on these standardised test results shortly.

(Greg) I would also like to hear your personal opinions. (Matt) Yesterday we met with ex-colleagues at St Andrews re Education perfect. We went through what we wanted, for instance, individualised learning programmes that could be supported by any teacher for year 10. We (Matt and Nathan) are happy that the Education Perfect programme would allow all of that. This morning, we start creating class lists and will be kicking off with year 10's next week.

As we go we will be assessing whether this will meet learner needs or whether we need to explore better options. For example numeracy in addition to Maths.

(Steve) We are currently trialling core numeric and literacy standards, we are not naming it NCEA and it will sit in our system. This will give some learners

20 generic credits towards NCEA. They will sit there until the end of the next year, so they get used to seeing that data without seeing it as credit grabbing. In fact, those core generic ones fit well with what we are doing here. Our learners are continuing to build student portfolios and we continue to explore every avenue.

MOVE: Steve moved that his Principals Report be accepted as tabled. Barry seconded. Unanimously Agreed

10.2 EAP Programme Update

Raewyn has been in touch with the Employee Assistance Programme (EAP) to see what services are available for our staff. While not widely published the MoE does offer EAP and their core services include.

- Counselling services (Relationship, Grief and Loss)
- Workplace issues and changes.
- Bullying and harassment support.
- Health and wellbeing.
- Career planning.
- Budgeting and financial assistance.

We are making sure that this doesn't undermine any PPTA offerings before we communicate out to staff.

10.3 2018 Annual Report Board Process

The Annual Report and Analysis of Variance needs to be submitted to our Auditor and MoE by March 31st, 2018. The DRAFT documents were originally tabled at December 2017 Board meeting and are being tabled again today, as this continues to require Board feedback and input prior to finalisation and ratification at March 2018 Board meeting.

- DRAFT Analysis of Variance ([Analysis of Variance AOV](#))
- DRAFT Annual Report ([Annual Report](#))

(Lynley) How many have had a chance to read it? Please, please take time to read and provide feedback. We don't have NCEA results so we have to come up with other ways to measure our progress. I have read the original copy and happy with the document.

(Barry) I have read it and it made a lot of sense.

(Matt) In the AoV, page 5, appears to miss the number of families attending as a percentage.

ACTION: Steve to follow up with Rachel and obtain the missing figure.

These documents will be tabled formally and we will need to accept those reports at next months meeting. Please email Raewyn in advance to capture and amend.

ACTION: Please email Raewyn with suggested amendments or feedback.

10.4 2019 Term Date Recommendations for Ratification

- *Term One:* 04.02.2019 to 12.04.2019 (98 half days)
- *Term Two:* 29.04.2019 to 05.07.2019 (96 half days plus two half day for teacher only day)
- *Term Three:* 22.07.2019 to 27.09.2019 (100 half days)
- *Term Four:* 14.10.2019 to 13.12.2019 (88 half days plus two half days for teacher only day)

We are proposing the following term dates for 2018. The dates are correct as Easter falls in school holidays in 2019.

MOVE: Steve moved that the term dates for 2018 be accepted as tabled. Lynley seconded. Unanimously Agreed.

<p>11.</p>	<p>NZ Uniforms Update / Senior Uniform Committee</p> <p>The committee is working with NZU regarding Uniform.</p> <ul style="list-style-type: none"> • We are looking at a Plain grey jersey for all years, with stripes on the sleeve to give it interest. Mocks will be done with logos. • Our senior uniform is to include white shirts, with cyan stitching and a colour (blue or purple) on the inside of the collar so our colour continues to carry through. Sticking with logo on the sleeve-like junior tops. • In addition to the existing skirt and short options, we are exploring a long skirt option but we didn't like the current design with a zip pocket. • Blazers, we have not gone with Navy. We are looking at a plain or subtle stripe. We don't want pockets on the outside but do want them on inside. We are looking at stitching around lapels. • In terms of tie options we only like one, but we are looking at duplicating our logo on a tie and getting alternative designs. • We also want to see the soft shell on the storyboard, so parents don't feel the need to buy the blazer. it is simply another option. • We are looking at sample jackets for staff and coaches. • General feedback from the student body is no mufti. <p>Again we will start of with storyboards and fabric samples we will share it with our community. The next uniform committee meeting is planned for the 1st March. We will seek learner and community feedback before we get made up samples.</p>	<p>Lynley Shaw</p>
<p>12.</p>	<p>General Business</p> <ul style="list-style-type: none"> • (Lynley) The board has received a letter form Hornby High responding to our zoning response Letter. Having received no complaints from other contributing schools and as the only school to responded with concerns, Hornby will be progressing with their original zoning recommendation ACTION: Moving forward I have asked Raewyn to add communication and correspondence to the Board Agenda Template. Supporting this Raewyn is to record all incoming/outgoing communications for Board presentation. • (Matt) Will we be electing a student rep (year 10) this year? Suspect this was meant to be done and dusted by June in line with elections. (Term 2) Take nominations (April), close (May) give time for circulation and then voting period. Having said that there is a process around student elections. ACTION: Raewyn to investigate. 	<p>Board Chair</p>
	<p>Closed meeting: 9.10pm Next meeting: Wednesday, 21st March 2018</p>	<p>Board Chair</p>
<p>Pending Agenda items</p> <ul style="list-style-type: none"> • Taumutu Runanga Visit (Liz Brown) Pencilled in for June meeting. • Environmental Check / Risk Assessment (Steve Saville) • Employe Assistance Programme (Steve Saville) • School Trustee Process (Raewyn) • Employe Assistance Programme (Steve) 		
<p>Actions</p>		

- Steve to look at some stats around our communications (Kamar, App, Facebook etc)
- Each member of the Board to write a blurb for school website (no more than 150 words) to be submitted to Raewyn for consolidation and presentation back to Board.
- Lynley to touch base with Tom around Board Development Plan and how best to move forward.
- Develop clear teacher and staff instructions around the nature of their interaction with social media. (Steve)
- Annual Report and Analysis of Variance. Board members to forward feedback and or amendments for action via Raewyn.
- Correspondence: Raewyn to add communication and correspondence to the Board Agenda Template. Supporting this Raewyn is to record all incoming/outgoing communications for Board presentation each meeting. (Raewyn)