

Woodville School Board of Trustees Meeting Minutes

October 13th, 2020

Held in the meeting room at 7pm

Tabled	Matters arising/discussion
Present	Marni, Gerry, Crystal, Rosie, Grant, Clive, Andrew, Helen and Sarah (NZSTA)
Opening Karakia	Rosie
Apologies	Nil
Discussion on adding late items/motions to the agenda	<p>It was proposed that we add a late motion to the agenda that being, <i>“That the Woodville School Board of Trustees approach the Ministry of Education about putting in place a statutory intervention to support the board.”</i> It was stated that the intent was for the matter to be discussed and voted on at the meeting.</p> <p>This motion was challenged by some members as it had not been placed on the agenda at least two working days prior to the meeting and that these members felt that not all relevant documentation had been received and put on the table for viewing by the board to support their decision making.</p> <p>Clarity was sought about the role of the board chair in being able to add late items to the agenda. Reference was made to the provisions and process legislation for this to happen. Although this process had not been followed it was agreed to discuss this matter. However, due to documents not being available for tabling, any decision would be delayed to a later date. It was stated that in future all items for the agenda and supporting documentation should be available to trustees at least 2 working days prior to the meeting to follow correct procedures.</p> <p>Some board members had concerns about how the areas for a limited statutory manager to focus on to support the board had been decided and stated that they had had no consultation or input into this decision making. Further to this, as one area had been identified as employment, this had implications for all staff but in particular for the principal as the principal's appraisal process had been mentioned. It was stated that the principal's appraisal has been conducted by outside consultants for the past 16 years and that the appraisals had stated the principal had met the required standards.</p> <p>It was noted that a request under the Official Information Act had been placed with the Ministry of Education to provide all documentation relating to the decision to ask the board to</p>

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	<p>request an intervention be supplied so that an informed decision can be made.</p> <p>Sarah from NZSTA advised that she could support the board with a governance support program and support the board chair in her newly appointed role. Areas identified by the board to be worked on are governance policy audit, understanding the board chair role and understanding student achievement data presented to the board. Sarah will work on a programme to support these areas and come back to the board with suggestions.</p>
The appointment of Joanne Feetham to the fixed term principal release position	It was agreed that this item could be added to the agenda and would be dealt with in PEB at the end of the meeting.
Conflicts of interest	If anybody has a conflict of interest with any business on the agenda, please declare it now. Yes Gerry (Appointment of Joanne Feetham to the fixed term position/ principal's release)
September minutes	<p>These have been sent out Moved Gerry as true and correct / Seconded Rosie</p> <p>Matters arising:</p> <p>Signage for the school has been designed but we will hold off completing this due to the uncertainty around property issues at this time. 10 year plan</p> <p>New furniture for the classrooms. This will be held off until we have clarity on property issues. 10 year plan</p>
Principal Report	<p>Taken as read.</p> <p>Questions: Seesaw - Gerry/Clive gave detailed explanation Moved Gerry it is accepted / Seconded Marni</p>
Financial Report	<p>Questions: Old Chromebooks Moved by Gerry that we close Westpac Account and from now on use BNZ Accounts. Seconded by Andrew. Carried. Moved Andrew it is accepted / Seconded Crystal</p>
Property Report	<p>Questions: Still waiting on 10 year plan from MOE. Moved Grant it is accepted / Seconded Andrew</p>
Other Reports	Questions: Policies -

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	<p>Three policies to be reviewed.</p> <p>1 Classroom release time/timetable</p> <p>2 Salary Units/management allowances</p> <p>3 Privacy policy</p> <p>Time 2 oct-18 dec.</p> <p>Please read for next meeting.</p> <p>Moved Crystal it is accepted / Seconded Grant</p>
<p>Strategic Plan</p> <p>2020 plan</p> <p>Survey</p> <p>matrix</p>	<p>Gerry to resend to Grant.</p>
<p>Inward correspondence</p>	<p>MOE & NZSTA Effective governance Keeping your records straight.</p> <p>Interventions in state and integrated school Woodville School</p> <p>BOT responses</p> <p>Answers From Ross: Series of BOT emails Oct 6 2020 - 8 October</p> <p>Series of BOT emails Sept 10 2020 - 13 October</p> <p>Election update.5 Oct</p> <p>NZSTA Membership Matters 2 October</p> <p>Series of BOT emails Sept24 2020 - 3 October.</p> <p>Sandi Pemberton letter to BOT.</p> <p>NZSTA Governance support resources. Principles of Natural Justice.</p>
<p>Outward correspondence</p>	<p>Proposed Woodville.School.Intervention 8 October 2020 OIA</p> <p>Request from MOE</p>
<p>General Business</p> <p>Staff & BoT Xmas</p> <p>Xmas parade float</p>	<p>Smoking Wood in Woodville Grant will make a booking for approx 28. December 9th possible date. Approx 6pm</p> <p>Crystal to contact Mel about Xmas Float.</p> <p>Next Meeting 10th November</p> <p>Closed with karakia</p>
<p>P.E.B.</p>	<p>See confidential minutes.</p>
<p>October Minutes</p>	<p>Movedas true and correct/ Seconded</p>

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Closing Karakia	Rosie closed the meeting with a Karakia
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PEB	Employment of Joanne Feetham. After discussion, the outcome was that all board members were in support of Jo's continued employment on a fixed-term basis throughout 2021.
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