

## Meeting Minutes 8th February 2022 5:30pm at the Christian School

**Opening:** Mike Norman opened the meeting in prayer at 5:40pm

**Present:** T Kingi, M Norman, D Prickett, M Shaw, D Rogers, P Geisbers, M Tito and L Cook.

1. **Appointment of Presiding Member (Board Chair):**

Principal to chair this part of the meeting and take nominations. (See attached NZSTA notes) 5 mins. Being a triennial election year the appointment of presiding member occurs in September

2. **Administration Matters**

Apologies

3. Board Correspondence:

Inward:

Resolved by email: "THAT THE NZ SCHOOL TRUSTEES ASSOCIATION WITHDRAW ITS SUPPORT OF THE COVID-19 MANDATORY VACCINATIONS FOR THOSE IN THE EDUCATION SECTOR AND RECOMMENDS THAT GOVERNMENT REVOKES THE MANDATES."

Moved: M Shaw

Seconded: L Cook

Carried 100%

Outward: Korotangi partnership for Maori language achievement standards.

4. **Financial Report**

Presentation and analysis of the annual financial accounts and the 2020 Budget.

THE FINANCIAL SUMMARY FOR DECEMBER 2021 has not been supplied.

4.1. **Recommendation: "THAT THE 2022 BUDGET BE APPROVED."**

D Rogers/D Prickett

Carried

5. **Principal's Report**

Taken as read

Te Ao Haka project 2021 was the 2nd best performing project in the country. High accolades given.

**Resolved:** "THAT THE BOARD RECORD A VOTE OF THANKS TO THE KAIAKO AND AKONGA FOR THEIR OUTSTANDING WORK."

M Shaw/M Norman

Carried

6. **Policy Review:** (see Annual Agenda) 5-15 mins  
**Board Operations Policies: Principal's Performance Appraisal**  
**Resolved:** “THAT THE PRINCIPAL AND MIKE N BRING A RECOMMENDATION TO THE BOARD AND BOARD MEMBERS FEED ANY NEEDS FOR ASSURANCE TO MIKE N.”
- M Shaw/M Norman  
Carried
7. **[Variance Report for 2021 and Targets for 2022](#)** (15-30 mins)  
Report attached as part of the 2022 Charter  
**Resolved:** “THAT THE BOARD SET THE FIVE TARGETS PRESENTED BY THE STAFF.”
- D Rogers/T Kingi  
Carried
8. **Strategic Focus** (45-60 mins)  
8.1. **Adopt the Annual Plan for 2022** (Including Board Annual Agenda)  
Annual Plan attached as part of the 2022 Charter
- M Shaw/P Geisbers  
Carried
9. **Special Topic:** [Pandemic Plan Attached](#)  
David Rogers to add a workplace safety plan.  
**Resolved:** “THAT THE BOARD ADOPT THE PANDEMIC PLAN POLICY”
- D Rogers/L Cook  
Carried
10. **[Confirmation of previous minutes](#)**  
Resolved: “THAT THE MINUTES OF THE DECEMBER 21 MEETING BE APPROVED.”
- D Rogers/T Kingi  
Carried
11. Meeting Closure
- Comments on meeting procedures and outcomes
  - Preparation for next meeting
  - Closing comments from Mike Norman at 7:10pm.

2022	08 Feb	22 Mar	3 May	14 Jun	26 Jul	23 Aug	6 Sep	18 Oct
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Policy Review (5-15 Mins)	Principal's appraisal report and agreement	Health and Safety & legal responsibilities		Board Roles and Responsibilities		Trustees' Code of Ethics		Chairperson's Role
Curriculum Review (5-15 Mins)	Variance reports and annual targets confirmed		Social Science including local history and Biblical Studies		Health and PE		Arts: Visual and Performing	
Strategic Focus (45-60 Mins)	Annual Plan Approved	Literacy		Numeracy		Ongoing summary of progress to date		Budget
Special Topic (45-60 Mins)	Pandemic Plan		NCEA Progress		Property Report		NCEA Progress	

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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
2024	13 Feb	26 Mar	07 May	18 Jun	30 Jul	10 Sep	22 Oct	03 Dec
Policy Review (5-15 Mins)	Disciplinary Process Principal's Professional Expenses Reporting to the Board		Curriculum Delivery Policy	Personnel Policy		Financial Planning, Financial Condition, Asset Management Policies		Pandemic, Health and Safety Policy Legal Responsibilities Policy
Curriculum Review (5-15 Mins)		Te Reo		Gateway		Science		Social Sciences

Strategic Focus (45-60 Mins)	Annual Targets, plan and variance report	Literacy		Numeracy	Ongoing summary of progress to date		Budget, Annual Plan	
Special Topic			NCEA Progress			NCEA Progress		

**Note: Special Topic can be set by board as the need determines and reviewing the implementation of policy begins at Board Governance Policy page 3.**

