



**MINUTES OF THE KELBURN NORMAL SCHOOL BOARD OF TRUSTEES
MEETING AT KELBURN NORMAL SCHOOL
6.30 P.M MONDAY 17 JUNE 2019**

TRUSTEES PRESENT:

Nickie van der Beek (Chair), Andrea Keenan, Fiona McLean, Justin Gray, John Sneyd, Chris Bishop, Andrew Bird (Principal), Kayleigh Peach (Staff Representative)

OTHERS PRESENT:

Prue Kyle, Limited Statutory Manager (LSM), Nigel Kirkpatrick (NZSTA) Loraine Best (Secretary)

Welcome

Andrew welcomed the Trustees to the meeting and congratulated them for getting on the Board. Prue Kyle introduced herself and outlined the structure for the meeting. She advised the Board that the LSM is not a member of the Board but sits in attendance.

Prue suggested the meeting begin with trustee induction to ensure everyone has a shared understanding around governance and management and then move onto electing a Chair. The trustees introduced themselves and outlined what they liked about the school and what they wanted to achieve during their term on the Board.

It is recommended that Board training be regularly included on the agenda for future Board meetings.

Nigel Kirkpatrick - NZ School Trustees Association (NZSTA)

Nigel Kirkpatrick briefed the Board on the support NZSTA provides to Board's with governance and employment matters. They offer formal governance training for Boards and details of the latest workshops were provided in the Board pack.

Nigel summarised the critical issues for the Board to focus on:

- The Board need to discuss the difference between governance and management.
- Agree the code of conduct and how the Board will work together.
- The Board is one entity with one voice. Once a decision is made it must be presented as such.
- All trustees have equal voting rights.
- The Chair has responsibility for chairing the meeting and represents the Board as the voice of the Board.
- The relationship between the Chair and Principal is important. When electing a Chair the Board need to be confident that the Chair will build a positive relationship with the Principal and represent the Board voice to the community.
- It is important for Boards to have diversity when dealing with complex issues.
- Setting the strategic plan for the school is the Board's most critical responsibility. A good functioning school will have a strategy that ensures the school is the best it can be. Management implement the Board's strategy and the Board measures the progress against the targets within the plan.
- Other responsibilities include ERO reviews, submission of the annual plan, analysis of variance and budgeted accounts to MoE.

- Health and Safety is the responsibility of the Board and is a legal requirement. The Board should take this role seriously and seek confirmation from the management team that health and safety obligations are being met.
- The Board has the overall responsibility for employment issues.

Code of Conduct

The Board reviewed the code of conduct policy and the protocol in support of the generic code of Conduct.

The Board requested that Andrew and Prue combine the Code of Conduct and protocol document.

The Board would like to expand the document to include and clearly outline:

- Trustees respecting each other and committing to a collaborative approach.
- The expected behaviour at meetings
- That the Board is to model the schools culture and language of manaakitanga and heart.

Action: Prue and Andrew will circulate the redrafted Code of Conduct for Board signature by email.

Appointment of Chair

The Chair needs to have the time to commit to meeting regularly with the Principal. Prue recommended that the Chair and Principal develop a relationship agreement on how they will work.

Prue called for nominations of chair.

Fiona nominated Nickie van der Beek as chair, Andrea seconded this. There were no other nominations for Chair.

Prue asked the board to vote on the motion to appoint Nickie as the Chair. All voted in favour. Nickie accepted and assumed the Chair.

Conflict of Interests Register

As part of good practice trustees are required to consider and disclose any potential conflicts of interest. Conflicts of interests sometimes cannot be avoided. They need not cause problems when they are promptly disclosed and well managed. In each case the trustee needs to consider what action (if any) is necessary to best avoid or mitigate any effects of the conflict of interest. Members should withdraw from the meeting while the issue is being discussed and abstain from voting.

Action: A conflict of interests register will be shared with the trustees for them to declare any conflicts

To ensure any future conflicts are managed appropriately the register will be included on the agenda of every meeting so that updates can be formally recorded.

Google Board Folders

Action: Loraine and Kayleigh are to review Trustee access rights to the google Board folders and will share the google site as a live website.

Strategic Planning

School Charter/Strategic and Annual Plan 2019-2021

Andrew shared the current School Charter, Strategic and Annual Plan. The plan was developed from the community surveys in 2016/2017 and consultation with staff and students. Subtle changes have been made where necessary as a result of progress, next steps and student achievement outcomes.

The Board would like to spend time reviewing the plan and how they can contribute to it. They would like to engage with the community to ensure the direction of the plan reflects the views of the current community.

Action: The Board will send out a parent communication with the strategic plan drafted by the Principal and Chair and shared with the Board.

Action: Andrew will develop a communication plan on generic communications.

Prue referred to the National Administrative Guidelines (NAGs) which set out the responsibilities of the Board.

Kayleigh invited the board members to see the teaching happening in the new spaces.

Action: Andrew will organise a morning visit for Trustees before the end of term.

Principals Report

The Board reviewed the Principals report.

The Board were provided with a copy of the Analysis of Variance for 2018 which provides a summary of achievements for last year and the Strategic Plan which is taking us forward.

The next MoE reporting requirement is the 1 July roll numbers which determines the MoE funding for 2020. This can be updated as the roll changes. We have assured staffing for 2019 and staffing may be impacted for 2020 if the roll does not increase.

The Board manages out of zone enrolment placements.

Self Review of policies is managed through Schooldocs. These policies are developed externally and are consistent with the legal requirements of a school. They can be personalised to Kelburn if necessary. There is a review schedule that the Board follows each term.

Banking Staffing is a complex staffing arrangement which enables the Board to be flexible in their staffing usage. If we overspend banking staffing we have to pay it back. The Principal will provide updates on banking staffing usage at each meeting.

PAT Results

The Board noted the PAT test results which were extremely positive and show both improvement and high attainment in maths and reading. They thanked the Principal for the informative report.

Annual Financial Report

The Annual Accounts have been processed and the Annual Report has been prepared for the 2018 accounts. These documents were included in the Board pack. This has been forwarded to the MOE as per requirements.

Staffing Plan

The 2019 staffing plan (which does influence the school finance) was included in the pack and informs the Board of how the FTE (full time teacher equivalent) allocation is organised against the staffing entitlement from the MoE.

May Financials

The Board reviewed the May finance reports. A summary was also included in the pack from the School Accountant and in the Principal's report.

The school is approaching the halfway point of our financial year. In some areas KNS is not tracking appropriately to the budget approved for this year. The school will need to rebudget and either increase revenue or reduce expenses.

Action: The LSM and Principal, in conjunction with the school accountant, will prepare a reforecast 2019 budget for Board approval. The Board requested that the LSM costs be included in the forecast.

The Board will meet on Monday 1 July at 6.30 pm to review the budget, discuss options and next steps and to confirm the communication plan for the strategic plan.

The LSM has responsibility for finances. Once all trustees have an understanding of the finances Prue recommended the Board establish a finance sub committee.

Action: Andrew is developing a delegation list for Board consideration which clarifies delegated financial and personnel responsibilities.

General Business

John Sneyd wanted to acknowledge the tremendous work Susie Brown had undertaken as the staff representative on the Board for the last six years. The school has already sent Susie flowers. The Board will acknowledge the achievements of the previous Board in their first communication thanking them for their work on behalf of the school

2019 Meeting Schedule

The Board accepted the 2019 meeting schedule and start times with the addition of a 1 July meeting to review the 2019 budget reforecast. It was agreed that meetings should take no longer than 2 hours.

BoT Timesheet

This is an audit requirement that records the time spent preparing and attending BoT meetings.
Action: Loraine will share the BoT timesheet for population by Trustees.

LSM Role

The Board questioned the expected duration of the LSM role and who decides when the roll is concluded. Prue advised that the first stage is scoping which takes approximately 60 hours. The scoping report will be submitted to the MoE and copied to the Board towards the end of June. An agreed action plan will be developed. The MoE determine when the LSM role concludes.

The meeting concluded at 9.10 pm

The next meeting will be on Monday 1 July at 6.30 pm.

Signed as a true and correct record

Dated

Number	Action Point	Responsibility	Date for
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			Completion
01 June 19	The Board requested that Andrew and Prue combine the Code of Conduct and protocol document. Prue and Andrew will circulate the redrafted Code of Conduct for Board signature by email.	LSM/Andrew	
02 June 19	A conflict of register will be shared with the trustees for them to declare any conflicts	Loraine/Trustees	Completed
03 June 19	Loraine and Kayleigh are to review Trustee access rights to the google Board folders and will share the google site as a live website.	Loraine/Kayleigh	
04 June 19	The Board will send out a parent communication with the strategic plan drafted by the Principal and Chair and shared with the Board.	Nickie/Andrew/ Prue	21 June 19
05 June 19	The Board will develop a communication plan on strategic planning and generic communications.	Nickie/ Trustees	
06 June 19	Andrew will organise a morning visit for Trustees before the end of term.	Andrew	Completed
07 June 19	The LSM and Principal in conjunction with the school accountant will prepare a reforecast 2019 budget for Board approval.	LSM/Andrew	1 July 19
08 June 19	Andrew is developing a delegation list for Board consideration which clarifies delegated financial and personnel responsibilities.	Andrew	
09 June 19	Loraine will share the BoT timesheet for population by Trustees.	Loraine/Trustees	Completed