

Topic and Background	Discussion	Action / Decision At the Meeting
<b>ADMINISTRATION</b>		
Welcome, Karakia Introductions/whakawhānaungatanga - Chair	Meeting Opened: 6:05pm	
Meeting overview and rules - Chair		
Attendees	Present: C Leigh, G Ratcliffe, A Eddington, J McDonald, S Hartley,  Apologies: Anne-Marie Wrightson Guests: Bernadine Vester, Mary Shelley (left 7:10pm) No-Show:	
Declaration of Conflict of Interest	None identified	
Confirmation of the Agenda and Time Allocations	Modifications to the agenda (last minute, arising from minutes, arising from correspondence):	

Presentations (as required) Mary Shelley (Accountant) - Budget	MoE/R Gunter will be able to give information about money & grants available in relation to property/furniture etc  Current asset register will need reviewing	
<b>STRATEGIC DECISIONS</b>		
<b>Charter</b>		<b>Motion:</b> That the draft Charter be approved, subject to amendments as discussed and circulated by 25th February 2019 Moved: SH Second: Carried: All
<b>Budget</b>		<b>Motion:</b> That the draft Budget be approved, excluding capital expenditure (line 840) Moved: SH Second: Carried: All  <b>Motion:</b> That the Board develop an Asset Management plan by August Moved: GR Second: AE Carried: All  <b>Motion:</b> That the Board approves grant applications for ICT for student use for up to \$75,000 Moved: SH Second: Carried: All  <b>Action:</b> JM to begin the process for the Asset Management Plan  <b>Action:</b> JM to put forward a plan & proposal for ICT

<b>MONITORING</b>		
<p><b>Principal's Report</b>  Monthly Principal's Report (Attached)</p> <p>Any data on 'Tails' and 'Trends'</p>		<p><b>Motion:</b> That the Principal's report be adopted.  Moved: SH Second: Carried: All</p> <p><b>Action:</b></p>
<p><b>Item 1: Policy process</b></p>		<p><b>Motion:</b> That the Board...</p> <p>Moved: Second: Carried:</p> <p><b>Action:</b> JM contact SchoolDocs to sort out process for policy and procedure upload and review</p> <p><b>Action:</b> SH to collate a list of relevant policies that the school needs following ERO.</p> <p><b>Motion:</b> Amendment to the Reporting to the Board policy that all documents are in the shared drive by 6pm on the Monday before the monthly Thursday meeting  Moved: SH Second: Carried: All</p>
<p><b>Item 2: Policy review</b>  Chair  Code of Conduct policy</p>		<p><b>Motion:</b> That the Board...</p> <p>Moved: Second: Carried:</p> <p><b>Action:</b> SH to update code of conduct with email etiquette</p>

<b>Item 3: Health &amp; Safety</b>	Covered in Principal's report	<b>Motion:</b> That the Board accepts the H & S report  Moved: SH Second: Carried: All
<b>Financial Report - 10 minutes</b> Monthly review of the financial report, financial statements and creditors.		<b>Motion:</b> That all lawful creditors be paid and that the financial report for January 2019 be approved.  Moved: CL Second: AE Carried: All(except SH)
<b>STRATEGIC DISCUSSIONS</b> Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)		
Annual Plan - Community engagement		<b>Action:</b>
Property Plan: What is our broader strategy and commitment to property and are we fulfilling our accountabilities to the MoE and meeting parent expectations? (Alex)		<b>Motion:</b> That the Board delegates authority to JM, GR and AE to bring recommendations to the Board about property development and maintenance, as part of the strategic plan (place, pride & property)  Moved: SH Second: Carried: All
<b>AGENDA ITEMS FOR NEXT MEETING</b>		
<b>IN-COMMITTEE (When required)</b>		

	Moved In Committee at 8:55 Moved out of In Committee at 9:00pm	The Board resolved to move “In Committee” under Section 48 of the Local Government Official Information and Meetings Act 1987 to discuss items that may have a privacy issue.  BOT discussed a leave request and approved JM using discretion to support staff as much as possible.
<b>ADMINISTRATION</b>		
Approval of Previous Minutes	Minutes to be approved:  Next time	<b>Motion:</b> That the minutes from the meeting held on XX XXXXXXXX 2019 be passed as true and correct.  Moved: Second: Carried:
Critical correspondence in / out	<i>Only address important correspondence relevant to the Board meeting. Secretary to identify items prior to meeting if possible.</i>  <u>Correspondence in:</u>  <u>Correspondence out:</u>	
<b>ACTION TRACKING – 5 minutes</b>		
Review of the Board Activity Tracker		
<b>MEETING WRAP-UP - 5 minutes</b>		

Confirmation of items not completed and/or need to be included on next agenda		
Confirmation of next meeting	Thursday 21 March, 2019	
Meeting Closure	Meeting closed: 9:09 pm	