

Petone Central School

Board of Trustees Meeting Draft Agenda

Rātū (Tuesday) 18 Haratua (May) 2021, 4-6pm



Item	Details / Documentation	Led by	Time
Karakia			
1. Attendance	Record who is present and any apologies	Chairs	1 min
2. Administration			
2.1 Confirmation/amendment of previous minutes	See email from PCS Board Secretary (Ally), 13 April 2021		1 min
2.2 Record email decisions since last meeting	Decision to hold suspension hui, 21 April		1 min
2.3 Confirmation/amendment of suspension hui minutes	To be circulated before meeting		5 min
2.4 Actions since previous meeting	See previous minutes		1 min
2.5 Specialist advisor's scoping report	Specialist Advisor Te Tiwha Puketapu has completed his scoping report for Petone Central School (to be circulated before meeting). Opportunity for discussion of report's findings and next steps.	Chairs	5 mins
3. In committee	Opportunity to debrief following suspension hui (this will take place in committee, meaning public excluded)	Chairs	15 mins
4. Principal's report		Trina	10 mins
5. Strategic discussion			
5.1 Goal 2: an actively engaged school and community	Each meeting we will review goal from our strategic plan, including progress against each aim, and how the board can support. See the Strategic Plan for details about Goal 2: connections – mahi tahi. (Note, this will include opportunity for Chris to report back on options for the formation of a PTA, as this is included in this area of the strategic plan)	Trina Chris	20 mins 10 mins
6. Board development			
6.1 Creation of workplan	Update on progress/next steps	Ria	15 mins
6.2 Professional development	For upcoming NZSTA training opportunities on the BOT role in student achievement, finance, and Te Tiriti o Waitangi, see: https://www.nzstaknowledgehub.org.nz/copy-of-events-and-workshops-1	Holly	5 mins
7. Policies		Holly	10 mins
7.1 Principal appraisal policy	As agreed at previous meeting, to be tabled for adoption by board (proposed policy will be circulated prior to meeting)		
7.2 Policies due for review this term	This term, board and staff members are reviewing Protected Disclosure and Visitors ; and board, staff, and parents are reviewing Reporting to Parents on Student Progress and Achievement . To view these policies in School Docs: see https://petonecentral.schooldocs.co.nz/1893.htm Username: petonecentral. Password: respect		
8. Other			

8.1 Creation of BOT newsletter	Proposal to send a BOT specific newsletter to school community once per term. Board to review proposed draft newsletter for Term 2 (to be circulated prior to meeting)	Holly	5 mins
8.2 Approval of funding for Hutt Fest kai	Proposal to fund kai to be provided to students before Hutt Fest performance	Ria	5 mins
9. Next meeting		Chairs	5 mins
9.1 Outstanding actions from last meeting	Any outstanding actions from last time not already covered?		
9.2 Confirm next meeting date	Tuesday 29 June, 4pm		
9.3 Identify items for next meeting agenda			
Karakia			