

Petone Central School

Draft Board of Trustees Meeting Agenda

Tuesday 23 February 2021, 4-5.30pm



Item	Details / Documentation	Led by	Time
Karakia			
1. Attendance	Record who is present and any apologies	Chairs	1 min
2. Administration		Chairs	15 mins
2.1 Appointment of Board Secretary	See email chain from Ria, Friday 5 Feb, subject line "Board Secretary"		
2.2 Confirmation/amendment of previous minutes	See email from Jeannie, Thursday 26 Nov 2020		
2.3 Record email decisions since last meeting	Response to unconfirmed ERO report Others?		
2.3 Agree process for making board minutes and agendas available to school community			
2.4 Agree process for filing board records and correspondence			
2.5 Communication between meetings	Discuss and agree process for communication between meetings. Options include WhatsApp, email.		
2.5 Code of conduct/Declaration of interests	We have the option to establish and maintain a register of board members' interests and/or a code of conduct for board members (will have printed copies of NZSTA samples). For discussion.		
3. Principal's report		Trina	5 mins
4. Strategic direction			20 mins
2.1 Introduction to the School Charter (attached to Principal's report)	What is it, where are we at in the reporting cycle, what are the upcoming milestones, when and how is it updated, and what are our responsibilities as a board? Opportunity to ask questions	Trina, with support from Sarah (NZSTA) and Te Tiwha (Specialist Advisor)	
2.2 2021 targets	What are our strategic targets for 2021? Process for reporting and review.	Trina and Jeannie	
3. Finances			20 mins
3.1 Introduction to the school finances	How the school's finances work, key dates for budget/reporting, our responsibilities as a board. Opportunities to ask questions including about specific figures and budget items	Trina with support from Sarah and Te Tiwha	
4. Policies			10 mins
4.1 Introduction to School Docs	How our new policy system works, who has access, how to review, etc.	Trina	
4.2 Policies due for review			
5. Board development		Chairs	10 mins
5.1 Training opportunities	Upcoming NZSTA training workshops		
5.2 Creation of workplan	Consider adopting a strategic workplan for the remainder of our board term (will have copies of NZSTA sample workplan printed)		
6. Other			
6.1 Establishment of PTA	When/how should we move forward with establishment of a PTA and what relationship should it have with the board? For discussion.	Chris	5 mins
7. Next meeting		Chairs	5 mins
6.1 Outstanding actions from last meeting	Any outstanding actions from last time not already covered?		

6.2 Confirm next meeting date	Tuesday 6 April, 4 – 5.30pm		
6.3 Identify items for next meeting agenda			
Karakia			