



**Petone Central School
Board Of Trustees Meeting
23 February 2021**

4:00pm - Board Meeting began with a Karakia.

Board Members Present:

Holly (Co-Chair)
Trina (Principal)
Chris
Holly
Joshua
Jeannie
Sarah

Apologies:

Ria (Co-Chair)

Others Present:

Sarah (NZ STA)
TeTiwha (Senior Advisor)
Jonine (Ministry of Education)

<p>Item 1 Appointment of Board Secretary</p>	<p>Holly moved that the appointing of a Board Secretary be delegated to Holly, Ria (Co-Chairs) and Trina(Principal). Sarah (BOT) seconded. All in favour.</p>
<p>Item 2 Confirmation/Amendment of previous minutes</p>	<p>Previous minutes approved.</p>
<p>Item 3 Response to unconfirmed ERO report</p>	<p>Petone Central BOT put forward a submission to change the 'Developing' category to 'Well Placed' as the board deemed the school to be meeting many of the 'Well Placed' criteria. ERO response did not change the category, but amendments to the wording were made.</p>
<p>Item 4 Process for making board minutes and agendas public</p>	<p>Action - BOT meeting dates, agendas and a BOT member list and photos to be loaded onto the school website and information added to school newsletter.</p>
<p>Item 5 Process for filing board records and correspondence</p>	<p>Action - BOT paper file to be kept at the school office. Google Doc folder to be managed by the school, and shared to board members. Password protected folder within for private BOT information only. The Board Secretary, when appointed, will be in charge of filing and administering documentation.</p>

	Policy needs to be set up around information security. Action - Board Secretary, Chairs and Principal to meet and set this up.
Item 6 Communication between meetings	Email has been decided by all as the communication tool to be used by the board between meetings.
Item 7 Code of conduct/Declaration of interests	Trina motioned that we accept the code of conduct presented. Joshua seconded. All in favour. Annual revisit of Code of Conduct.
Item 8 Conflict of Interest	Holly motioned we will establish a register of board members that will include any interests/conflicts and that we record in minutes when there is a conflict. Chris seconded motion. All in favour. Action for Trina - to set up a BOT email address.
Item 8 Principal's Report	Trina shared Principal's Report. Discussion around 10YPP.
Item 9 School Charter	Charter shared and discussed.
Item 10 2021 Targets	Targets shared during Charter discussion.
Item 11 Finances	Budget and financial report shared and discussed. Trina moved that the Board accept the Budget, AOV, Charter and Financial Report. Holly seconded. All approved.
Item 12 Policies/School Docs	Deferred to the next Board meeting.
Item 13 Board development/Training	Chairs undertaking BOT training. Holly will circulate details of training for Board members to sign up to.
Item 15 Establishing PTA	Deferred to the next Board meeting.
Item 16 Outstanding Actions	None.
Item 17 Next Meeting Date and agenda	Tuesday 6th April, 4pm. Agenda Items to be included as deferred this meeting - Policies/School Docs and Establishing PTA.
5:40pm - Board Meeting concluded with a Karakia.	