



# **Petone Central School Board Meeting**

**Tuesday 18 May 2021.**

**Purpose:** Regular monthly meeting scheduled by the Board.

<b>Date:</b>	18/05/2021
<b>Time Commenced:</b>	4:00pm
<b>Meeting Location:</b>	Petone Central School, 16 Britannia Street, Petone
<b>Meeting Leader:</b>	Holly Walker (Board Co-Chair)
<b>Prepared by:</b>	Jeannie Phillips as a replacement to Ally Tatafu (Board Secretary)

**Attendees:**

Trina Bennett (Principal)	Jeannie Phillips (Elected Teacher Rep)
Holly Walker (Board Co-Chair)	Sarah (NZSTA)
Chris Osborn	Sarah Whaanga
Joshua Brown	

**1. Board Meeting began with Karakia** (Holly)

**2. Apologies:** Ria Rimene (Board Co-Chair), Ally Tatafu (Board Secretary)

**3. Previous Minutes**

The minutes of the 08 April 2021 meeting were accepted.

**4. Matters arising from Previous Minutes (08 April, 2021)**

- Policy follow-up for Home Learning Policy - To be addressed later in meeting
- PTA follow-up - To be addressed later in meeting

**5. Matters arising via Email:**

- Suspension Meeting - To be reviewed later in meeting

**6. Specialist Advisor Scoping Report**

- Discussed. Final report lodged with Ministry.

**7. In Committee:**

Holly moved that the public be excluded from the following parts of the proceedings of this meeting, namely,—  
Suspension Hui

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under [section 48\(1\)](#) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Student Behaviour Management	To protect the privacy of an individual	Section 48(1)(a)

\*This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 7](#) of that Act, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

To protect the privacy of an individual person.

Holly also moved that Sarah Campbell, NZSTA, be permitted to remain at this meeting, after the public has been excluded, because of her knowledge of Suspension Guidelines. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because as a new board, guidance will ensure a robust process is followed.

Holly moved that we accept the minutes of the suspension meeting.

Chris seconded. All approved.

Holly moved that we establish a students behaviour management committee with a minimum of three members. Trina seconded the motion. All in favour.

## **C2.2 Student behaviour management committee terms of reference**

### **Purpose**

To ensure that all processes relating to the suspension of students adhere to the requirements of the Education Act 1989, Education Rules 1999 and Ministry of Education guidelines.

### **Committee members**

A minimum of three board members excluding the principal. The chair of the committee is the presiding member or, in the presiding member's absence, will be determined by the committee.

### **Delegated authority**

Under Schedule 6 section 17 of the Education Act 1989, certain powers of the board shall be delegated to the student disciplinary committee of the board of trustees. The committee will:

- act in fairness, without bias or prejudice and with confidentiality
- act within legislation and the Ministry of Education guidelines
- act only on written and agreed information, not verbal hearsay
- use processes of natural justice in discipline hearing procedures
- make recommendations on discipline matters to the board as necessary, or
- decide the outcome of any student disciplinary meeting.

The board will be kept informed by the principal of the number of stand-downs, suspensions, exclusions and expulsions at each board meeting.

## **8. Principals Report:**

Trina shared and discussed the Principal's Report.

The Principals Report was tabled and accepted. All approved.

## 9. The Financial Report.

Trina shared and discussed the Financial Reports.

The Financial Report was tabled and accepted. All approved.

## 10. The Strategic Plan Review

Holly shared and discussed the Strategic Plan - Goal 2 (Actively engaged school and community).

Discussion around setting up a Board newsletter and setting up a PTA.

Action: Holly and Chris to meet to organise initial PTA meeting.

The Strategic Plan - Goal 2 was tabled and accepted. All approved.

## 11. Board Development

Discussion around board Professional development. Holly provided dates for training to sign up to if interested. Potential for Te Tiriti o Waitangi development to be run specifically for our Board to be followed up by Sarah (NZSTA).

## 12. Policies

Holly discussed and shared the Principal Appraisal policy.

Holly moved to adopt the shared Principal Performance Policy. Chris seconded. All in favour.

The Home learning Policy was shared and discussed. It was decided that this policy needed an addition, to include online learning if the school needs to be closed for instruction (lockdown). Chris, Holly, Trina and Jeannie to create policy wording and bring to next meeting for final approval.

Protected Disclosure and Visitors policies shared with whānau/families for feedback. Final discussion and decision on these policies to be made next BOT meeting.

## 13. Other Matters.

- Creation of BOT newsletter discussed and decided on a termly cycle.
- Funding for Huttfest Kai. School will use Pak'n'Save account and PTA to organise/make kai.
- Update on sandpit cover - to be completed within the next 2 weeks.

## 14. Next Meeting Date.

Tuesday 29 June 2021 4pm-5:30pm

## 15. 5:30pm – Board Meeting concluded with Karakia (Holly)

X

Date of approval

X

Board Co-Chair  
Petone Central School