



Preparing our students for the possibilities of tomorrow.  
*Kei te whakatakataka a matou akonga mo nga ahei a tona wa.*

## Lake Rerewhakaaitu School Board

### 27th September 2022 Meeting Minutes

Opened 7.03pm

#### 1. Administration

Present Daniel Schutt, Natalie Gow, Mathew Armer, Catherine Dawson, Bianca Sterkenburg, MaryAnn Martin and Rick Whalley

Apologies Nil

In Attendance Cheryl Bunker (NZSTA) and Carla Williams

Declaration of Interests DOIs to be held in separate document that is linked to the Agenda

#### 2. Welcome

Welcome and introductions with all present.

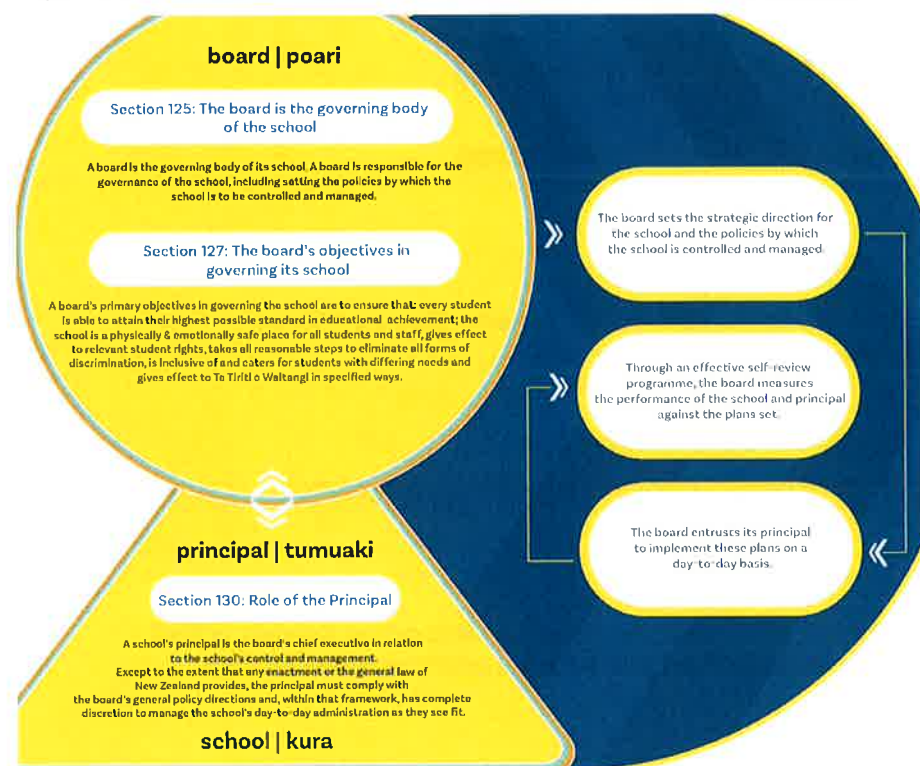
Cheryl Bunker - Local Governance Advisor from NZSTA to lead and strengthen Boards across schools. School Governance books are being posted out to all members. Queried board if there's anything particular they would like to cover - no.

Legislative handout

- NAGs (National Administration Guidelines)
  - Student achievement • Strategic planning, self review and reporting • Employment and personnel • Finance and property • Health, safety and wellbeing • General legislation • School charter • Analysis of variance going out 2023 to be replaced with NELPs (National Education and Learning Priorities).
- Board Primary Objectives
  - Every student is able to attain their highest possible educational achievement • The school is a physically & emotionally safe place for all students and staff, gives effect to relevant student rights and takes all reasonable steps to eliminate all forms of discrimination • Is inclusive of and caters for students with differing needs • Gives effect to Te Tiriti o Waitangi.
  - All of equal value - not one only focus
- Governance & Management
  - A board is the governing body of a school and is responsible for the governance of the school, including setting the policies by which the school is to be controlled and managed; and meeting its primary objectives • A principal is the board's chief executive in relation to the school's control and management; and has complete discretion to manage the school's day-to-day administration as they see fit
- Education & Learning Objectives
  - To help each child and young person attain their educational potential, • To promote the development of resilience, determination, confidence, creative and critical thinking; social skills and the ability to form relationships; participation in community life and preparedness for work, • To instill an appreciation of the importance of inclusion, diversity, cultural knowledge, identity and the different official language; Te Tiriti and te reo Maori. Same for all education sectors.
- NELPs (NATIONAL EDUCATION & LEARNING PRIORITIES)
  - • Learners at the centre • Barrier free access • Quality teaching and leadership • Future of learning and work • World class inclusive public education. Set to replace NAGs in 2023
- PRIORITY GROUPS
  - • Supporting education success as Maori through Ka Hikitia • Supporting Pasifika success

Explanation of change in Education Act - Now known as “Lake Rerewhakaaitu School Board” (not Trustees, as in a marae setting). Now Presiding Member (not Chairperson). Due to the school being government owned, not in a trust.

Keyhole handout explains relationship and roles of Board and Principal.



Principal must comply with policies. Board monitors what is happening by the Principals report. Set goals and allow the Principal to run the school. Board checks and questions through the Principal report.

Discussions on effective roles and understandings of Governance vs Management.

- BOT - Governance = What and Why
  - Policies - Reviewed 2-3 yearly through Board Meetings
  - Student focus
    - Learning achievements
    - Wellbeing
    - Inclusive
    - Diversity
  - Physically and emotionally safe for students and staff
  - Te Tiriti o Waitangi
  - Financial planning - Budget set in accordance with school's priorities as in the charter.
- Principal - Management = How
  - Procedures - Changeable outside of Board meetings. Set by Principal
    - EOTC (Education outside of the classroom)
    - RAMS - risk assessments-Overnight, water, firearms etc
    - Visitors
    - Staffing
    - Day to day running.

Discussion held to aid in self questioning - Have I got on my *Parent hat* or my *Board hat*? Is it the What and Why? or the How?

Board members remember that their focus is for all students, not their own child/ren.

It is the Principal's role to know of students personal learning or behavioral concerns, in which these are taken into consideration in all circumstances.

Question as to how does the BoT know if policies are legally set. Legislation and Acts are at the bottom of the policies. Can add if choose - What is the intent of the policy?

#### Building Effective Relationships / Leadership Roles

- Accountable to Government - A board is a body corporate, a Crown entity and a local authority; therefore both the board and its members are subject to a higher level of accountability and scrutiny than entities in the private sector. Regardless of their role, each board member has equal standing, voice, accountability and vote.

Board members;

- 5 Parent Representative
- 1 Staff Representative
- 1 Principal

Principal and Staff representatives are not able to be the Presiding Member. The Presiding Member gets elected by the board at the first meeting and then each year's first meeting.

Can co-opt (one less than amount of board members) to reflect the school community or add skill sets; gender, ethnicity, finance, law.

If one or two people resign during the term, notify the community of selection. If the community wants a bi-election the board must do so. If more than two resignations in a term this goes to bi-election.

On a voting deadlock/tie at a meeting - Presiding Member has casting vote. Note that if this happens it must be for the status quo to remain. Further information may be gathered and be reappraised if chosen as it is clear that the board is not near unanimous in the decision.

Question of 2nd Presiding Member- not ideal due to relationship building and ease of communications with the Principal. Suggestion that if the Presiding Member is unable to attend a meeting one can be elected at the meeting to act on behalf of.

The Presiding Member and Principal meet on a weekly basis to attain a professional relationship and to update and discuss matters.

Board to build good relationships;

- Be neutral, listen to all.
- Always follow processes, redirect to Concerns and complaints process for any parents/staff/students that may approach you.
- Presiding Member to allow everyone to speak at meetings, ensure those who may be quiet are heard, no one to dominate the conversation. Summarise, then vote. Can ask for a vote to be minuted.
- Always leave meetings united.
- No outside meetings to be held.
- Public can come to meetings, and can only speak if invited to do so. Public may be excluded if going into an incommittee meeting-extremely confidential.
- Lead by example. Speak positively within and around the school community.

Quorum for meetings to be held; Formula = more than half members (7 = 4 quorum)

Unusual for the Principal not to be in attendance, can hold meetings in person or in zoom if necessary.

If late or unable to make a meeting, advise the Presiding Member.

If three consecutive meetings are missed you are no longer eligible to be a board member. In extreme circumstances it can be asked for a leave of absence. In this case the position will not be filled by another as there is no board member vacancy.

If arrive late or leave early - times are to be minuted and meetings must still retain quorum.

Query as to if Board should be police vetted - Not required as not in unsupervised contact with students. Board can look into this upon policy review.

NZSTA website - resource for webinars and workshops. All free.

Conflicts of Interest - Financial, relationship or contract. DOI at the start of each meeting. Document held in Drive.

- Real
- Perceived
- Declare

If unsure - always declare. If there is a conflict they can be removed from that section of discussion of the meeting.

eg-Staff rep can choose to be removed from a discussion if the matter includes another staff member.

Board meetings to be held at least every 3 months. Query as to how often to meet. Currently week 2 and 8 of each term. PLD can be done between meetings.

Meetings should be informal but with formalities

- Agenda
- Minutes
- Decisions made (ideally enduring)
- Motioned
- Secretary (not a board member)
- Draft minutes - ideally 3-5 days after
- Ratify minutes at the next meeting.
- Principal report - Key for your information, based on goals. Take time to read.
- Presiding Member - Principal query any highlights / lowlights. Bullet point & discuss.
- Ask questions
- Take turns to talk - don't talk over others.
- Decisions outside of meetings - all to be notified, must have quorum, meeting in person or zoom or if e-resolution all members to be emailed and respond to all members - everyone must respond and paperwork to be presented at the next meeting.

Query - Can we get professional development for our school or cluster - yes, it is more beneficial for it to be one school only as each school is unique.

## 8.46pm Cheryl left the meeting

### Presiding Member nomination

Rick calls for nomination of Presiding Member.

Catherine nominates Mathew (Norm) Armer

- **Seconded:** Daniel Schutt
- **Accepted:** Mathew (Norm) Armer

Calls for other nominations. None.

Mathew (Norm) Armer is elected Presiding Member.

### 3. Documents

Board members were given folders and documents. Make yourselves familiar.

- School Charter
- Annual Report 2021
- Statement of Variance 2021
- Trustees register
- LRS Board Work Plan
- 2022 Budget
- Latest ERO Report
- Governance Policies - to follow

Agenda - New items must be notified to add to the agenda. There should be no surprises at meetings.

Policy = Base

Procedures = Detailed

For policy changes - always refer to the charter. If not - why are we changing it?

Statement of Variance = How we report against our targets.

Accelerated progress = More than 12 months progress.

Student voice = Guides how and what they learn, they also need to know why = progress booklets used.

Teach them for where they are, not where they should be, then they will grow.

Annual Report = based on Charter, Strategic plans.

School Houses - Boards responsibility, so the principal's main focus is on running the school.

All board members are responsible for Finance, houses, etc. Can elect someone for houses if chosen, then report back at meetings and for decisions to be made. Finance has procedures in place with multiple checks. Admin>Principal>Education Services>Annual Audits. Governance reports with agenda.

Procedures in place for behaviour management and suspension, stand downs and exclusions. Principal knows the circumstances for the child/ren and will advise the board in a case of suspension. Board chooses the outcomes of a suspension, in consideration with the safety of all students and staff. Principal and staff use resources and support, eg-RTLB, Psychologists, LSC prior to being brought to the board with a suspension.

A united community starts here. Common goal = All children. Discussions of aiding uniting by getting staff, BoT, PTA and partners together for Christmas dinner etc. Look at hosting a Meet and Greet dinner at school next term.

Query as to the PTA role and BOT relationships for fundraising. Board aligns projects in conjunction with focus and PTA organises the fundraisers for projects.

School board members will be sent a new email for all board correspondence. This email must be used to access BoT Drive documents.

Meetings to be held every Term, in weeks 2 & 8 at 7pm.

**End of minuted meeting at 9.47pm**

**Next meeting 26th October 2022.**

Signed:  \_\_\_\_\_ **Presiding Member**

Date: 26/10/22

Next Meeting Dates: 26 Oct & 06 Dec 2022