

Minutes of Coatesville School Board of Trustees Meeting



Date:	Wednesday 10th May 2023
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Meeting Opened:	6:35pm (#7 In Committee 9.15pm - Out of Committee 9.29pm)
Meeting Closed:	9:56pm

Present:	Belinda Finlayson Karina Mitchell Caleb Rosamond Anna Liguori Aaron Dando Bridget Wood Richard Johnson (Principal)
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Item 1: Action items from the previous meeting

Action	Who	Outcome
Board self assessment to be shared with ERO	Richard	Monday 3 April
Obtain a second quote to replace pool fencing	Richard	By next meeting

Item 2: Consent agenda

For approval:
2.1 Apologies and Correspondence 2.2 Approval of minutes from the previous meeting - removed 2.3 Finance report 2.4 Chairperson's report 2.5 Principal's report 2.6 Conflicts of interest
Matters arising:
- Nil

Approved:	Anna Liguori, Bridget Wood
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Item 3: Principal's Report

For approval:
Staff appointment: - Brooke Baker in Rm 1
Matters arising:
- Nil

Approved:	Unanimous
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Curriculum/Student Progress Achievement Processes:
Matters arising:
HERO implementation plan and the impact this will have on reporting to the Board and parents was discussed

Action arising	Who	When
- Nil		

Self Review: ERO Evaluation Focus
Matters arising:
- Nil

Action arising	Who	When
- Nil		

Property: 5YA Projects
Matters arising:
<ul style="list-style-type: none">- Distribution board upgrade in Block 13 to be completed in the next 5YA- Discussion whether proposed increase in the size of guttering and downpipes in the Clearlite & Gutter project would exceed the capacity of the underground pipe network

Action arising	Who	When
Clarify with JC Plumbing that capacity of below ground pipe network would be able to cope with the proposed larger gutter and downpipe size	Richard	11/05/22
Check with plumbing contact that capacity of below ground pipe network would be able to cope with the proposed larger gutter and downpipe size	Aaron	ASAP

For approval:
Confirm recommended tender for Clearlite and Gutter Replacement Project - JC Plumbing

Approved:	Unanimous
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Item 4: Literacy Update: Caleb Rosamond & Corin Armstead

Matters arising:
- Nil

Action arising	Who	When
- Nil		

Item 5: Communication & Engagement Strategy

Matters arising:
<p>Discussion regarding;</p> <ul style="list-style-type: none"> - Starting points to create 'quick wins' with proposed actions - Who leads the sharing of different information - the Board or the Principal? - What information is shared on different platforms (HERO, website, newsletter) <p>Next Board Spotlight Content;</p> <ul style="list-style-type: none"> - Board team building event - Escape Room - Upgrade of pool fencing - Upgrade of lightning to LED

Action arising	Who	When
Create a 'Board Spotlight' following each meeting to share key information with whanau, FoTS etc.	Anna L	For next school newsletter

Item 6: Health & Safety

Matters arising
Pool fence upgrade. Discussion regarding the difference in the specifications between the two quotes.

Action arising	Who	When
Clarify the specifications for each pool fence quote	Richard	ASAP
Contact the Alan Curtis/CHARC to see if they would be willing to contribute to the replacement of the pool fence	Belinda	By next meeting

Item 7: In Committee

Matters arising:
In 9.15pm - Out 9.29pm

Item 8: Other matters arising

Matters arising:
<ul style="list-style-type: none">- FOTS: update plus meeting attendance<ul style="list-style-type: none">- School Disco<ul style="list-style-type: none">- Alcohol policy for different school events requires clarification- Waste minimisation- Toshiba Photocopier contract

For approval:
4 year Toshiba photocopier contract for 2x devices

Approved:	Unanimous
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Action arising	Who	When
Clarify school alcohol policy for different events	Belinda?	Next meeting
Research policy guidance around waste minimisation	Karina	By next meeting

Action items for the NEXT meeting

Action	Who	Outcome
Clarify with JC Plumbing that capacity of below ground pipe network would be able to cope with the proposed larger gutter and downpipe size	Richard	11/05/22
Check with plumbing contact that capacity of below ground pipe network would be able to cope with the proposed larger gutter and downpipe size	Aaron	ASAP
Create a 'Board Spotlight' following each meeting to share key information with whanau, FoTS etc.	Anna L	For next school newsletter
Clarify the specifications for each pool fence quote	Richard	ASAP
Contact the Alan Curtis/CHARC to see if they would be willing to contribute to the replacement of the pool fence	Belinda	By next meeting
Clarify school alcohol policy for different events	Belinda?	Next meeting
Research policy guidance around waste minimisation	Karina	By next meeting

Signed:  Presiding Member

Date: 15 June 2023