



## Minutes of Coatesville School Board of Trustees Meeting

<b>Date:</b>	<b>Thursday 15 June 2023</b>
<b>Meeting Opened:</b>	6:45pm
<b>Meeting Closed:</b>	9:30pm
<b>Present:</b>	Belinda Finlayson Karina Mitchell Caleb Rosamond Anna Liguori Bridget Wood Richard Johnson (Principal)
<b>Apologies:</b>	Aaron Dando

### **Item 1: Action items from the previous meeting**

<b>Action</b>	<b>Who</b>	<b>Outcome</b>
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	Meeting held Network will cope with upgrade
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	Next meeting
Create a 'Board Spotlight' following each meeting to share key information with whanau, FoTS etc.	Anna	Done
Clarify school alcohol policy for different events	Belinda	Will examine policy at August meeting
Research policy guidance around waste minimisation	Karina	Next meeting
Contact the Alan Curtis/CHARC to see if they would be willing to contribute to the replacement of the pool fence	Belinda	Next meeting

## **Item 2: Consent agenda**

<b>For approval:</b>
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
<b>Matters arising:</b>
- Nil

<b>Approved:</b>	Karina M
<b>Seconded:</b>	Anna L

## **Item 3: Principal's Report recommendations**

<b>For approval:</b>
- Nil
<b>Matters arising:</b>
- Nil

<b>Curriculum/Student Progress Reporting</b>
<b>Matters arising:</b>
<ul style="list-style-type: none"><li>- Discussion regarding;<ul style="list-style-type: none"><li>- Parent-Teacher-Student Conference structure</li><li>- HERO implementation - information that will be shared with parents via the upcoming reporting and conference cycle</li><li>- The 'Learning Steps' used to facilitate, assess and report student learning</li></ul></li></ul>

<b>Action arising</b>	<b>Who</b>	<b>When</b>
- Nil		

## Improving School Planning & Reporting

Matters arising:

Areas for further Board discussion/development;

- Understand what your school needs to do to give effect to Te Tiriti o Waitangi
- Identify the communities you should prioritise. This could include those that aren't present, participating or progressing to their potential.
- National Education and Learning Priorities (NELP)

Action arising	Who	When
Examine new framework for school planning & reporting at the August meeting (if available)	Board	August Meeting

## Policies: Education Outside the Classroom (EOTC)

Matters arising:

EOTC Planning and Review;

*"The performance of our EOTC safety management planning is reviewed, evaluated, and reported to the board and principal"*

Action arising	Who	When
EOTC Planning and Review (as quoted above) to be completed every 6 months	Richard	Mid & End of Year meetings

## Item 4: Health & Safety

Matters arising:

- Road safety and traffic speed outside on the school gate

Action arising	Who	When
Approach Vanessa to include a feature in the Coatesville Chronicle about traffic safety outside the school	Richard	By next meeting

## For approval: Pool Fence Replacement

Accept the quote from North Harbour Fencing to replace the mesh on the pool fence

<b>Approved:</b>	Unanimous
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## Quiz Night Host and Alcohol Management Plan

### For approval:

FOTS Quiz Night Host & Alcohol Management Plan

### Matters Arising

- Approval of plan subject to Alcohol Special Licence being received prior to the event and the event to end 30 minutes after the quiz and prize giving finishing
- Designated Event Security Personal
  - Richard Johnson from event start to completion of the Quiz
  - Anna Liguori from completion of the Quiz to event end

<b>Approved:</b>	Unanimous
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Action arising	Who	When
Communicate Board decisions regarding Quiz Night Host & Alcohol Management Plan	Richard	Monday 19th June

## **Item 5: In Committee**

Matters arising:
- Nil




## **Item 6: Other matters**

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| <ul style="list-style-type: none"><li>- FOTS: update plus meeting attendance</li><li>- Items for Comms update</li><li>- Board Code of Conduct</li></ul>  |
| Matters arising:   |
| <ul style="list-style-type: none"><li>- Schedule of attendance of Board members at FOTS meetings confirmed</li><li>- Content for Board Spotlight;<ul style="list-style-type: none"><li>- Upcoming Reporting Process via HERO &amp; Conferences</li><li>- Health &amp; Safety Processes - Hazard &amp; Near Miss register</li><li>- Quiz Night and Colour Run</li></ul></li></ul> |

### **Action items for the NEXT meeting**

<b>Action</b>	<b>Who</b>	<b>When</b>
Communicate Board decisions regarding Quiz Night Host & Alcohol Management Plan	Richard	Monday 19th June
Research policy guidance around waste minimisation	Karina	Next meeting
Contact the Alan Curtis/CHARC to see if they would be willing to contribute to the replacement of the pool fence	Belinda	Next meeting
Approach Vanessa to include a feature in the Coatesville Chronicle about traffic safety outside the school	Richard	By next meeting
Clarify school alcohol policy for different events	Belinda	August meeting
Examine new framework for school planning & reporting at the August meeting (if available)	Board	August Meeting

Signed:



(Presiding Member)

Date: 27 July 2023