



MEETING MINUTES
BOARD OF ALBANY PRIMARY SCHOOL
Thursday 24th June 2021
@ 6.00PM

Present: Rick Pierce, Maree Bathurst, Joanne Paviour, Sophia Wang, Alison Chambers, Wei Lu
Attending: Lisa Elder (Minutes), Faron Turner, James Hopkins, Simon Shore, Helen Furness

The Chairperson opened the meeting at 6.09pm with a blessing

ITEM	RESPONSIBILITY	TIMEFRAME
<p>Blessing to start</p> <p style="text-align: center;"><i>Huihui mai tātou I tenei wā</i> <i>Kia ako tahi</i> <i>Kia tipu tahi</i> <i>Tātoa tātoa katoa</i></p> <p><i>We come together at this time to share, learn and grow together</i></p>		
1. Housekeeping		
<p>Facilitator: Sophia Governator: Joanne Apologies: Brad Harpur Alterations to the agenda: Under monitoring add Roadshow feedback and update on Kristin court case Declarations of interest:</p>		
2. Consent Agenda		
<p>Resolution / Decision No. 2021/06/01 MOTION: There being no objections, the consent agenda was moved, seconded, and unanimously approved. The consent agenda included the following items: confirmation of minutes from last board meeting and acceptance of the Chairperson's report.</p> <p style="text-align: right;">Alison / Wei – Carried</p>		
3. Monitoring		
<p>Annual Plan update Helen explained the new format of colour coding of outcomes to show how we are tracking, while the bullet points explain in more detail. Board is happy with the progress to date.</p>		
<p>Y3/4 camp feedback was presented by James Hopkins</p> <ul style="list-style-type: none"> • Staff at Peter Snell – Ian was fabulous • Camp is slightly run down but is being updated this year • Happy with transport • Could do more activities next time 		

	<ul style="list-style-type: none"> • Team leaders liked the day out of class before the camp • Getting parent helpers, especially overnight, is getting harder each year – may have to look at asking earlier next year • Overall a fabulous experience for all children and adults • Well run camp overall, including health and safety and first aid <p>Y5/6 camp feedback was presented by Faron Turner</p> <ul style="list-style-type: none"> • Overabundance of parents helpers at these camps • 244 / 254 children attended camp • Good feedback about camps – however will assess meal options for next year • More explanation may be needed regarding type and amount of clothing that children need to bring to camp • Possibly look at involving day helpers more <p>Asking families to donate extra towards camp needs to be added to the template letter / invoice for next year and going forward.</p> <p>The board would like to pass on thanks to all team leaders and teachers for the effort that they put into planning of camps</p> <p>Faron and James left the meeting at 7.00pm</p>	Julie / DP's	Feb 2022
	<p>Master plan - Roadshow feedback</p> <p>A team of 7 from the school visited Hauraki, Waterview and Ellerslie schools on Thursday 17 June. The team included Simon, Maree, Sophia, Joanne and three teachers as well as MOE representative and architects.</p> <p>Simon, Joanne, Sophia and Maree shared their highlights from the schools.</p> <p>Maree showed some photos that were taken on the day.</p> <p>Another road trip will be arranged to visit other schools and take other staff.</p> <p>Architects will be in early next term to attend a staff meeting (board members welcome) and then meet with groups of children.</p>		
	<p>Update on prefabs</p> <p>Term 3 new entrant classroom is currently being setup in one of the new prefabs.</p> <p>Next 9 prefabs will be handed over to the school by 9th July. The plan is to have move all junior classes down to these prefabs in the upcoming holidays.</p> <p>MOE have advised junior block will be demolished before the end of the year.</p>		

	Simon left the meeting at 7.45pm		
	<p>Kristin School update Maree and Rick spent the day on Wednesday 23 June attending mediation meeting at the Environment Court. A second meeting is scheduled for 26th August, allowing time for the Court obtain further information.</p> <p>Helen left the meeting at 8.10pm</p>		
4. Focus			
	<p>NZSTA conference feedback and looking forward Strategic planning – enso meeting including leadership team Set date for October holidays – Lisa to do doodle poll with options for second week. Start 4.00</p> <p>Te tiriti – Joanne to talk to Faron and perhaps bring back to board some suggestions</p> <p>Well Being – discuss more at enso, perhaps utilize a programme to monitor staff wellbeing, Rick has one in mind and will follow up</p> <p>Growth cycle and appraisal – Helen to present to board at 12th August meeting</p> <p>Lisa add to document who attended which workshop from board</p>	<p>Lisa</p> <p>Joanne</p> <p>Rick</p> <p>Helen</p> <p>Lisa</p>	<p>25th June</p> <p>9th July</p> <p>August meeting</p> <p>August meeting</p> <p>9th July</p>
	<p>Governance Culture Review Rick reiterated the importance of understanding the difference between governance and management and referred to the 'Being an informed board' document</p> <p>Board looked at existing Governance Culture document Initial thoughts:</p> <ul style="list-style-type: none"> • Delete - we use John Carvers.... • Delete - best practice model... and re write public participation (Maree to find copy of best practice model public participation for the Board) • Add - We endeavor to foster public partnership and participation under the spirit of te tiriti o waitangi • Possibly add new point in regards to our role with the revised education act implementation and new NELPS • Add wording around – Sharing, Diversity, Enjoying, Humour • Joanne to share class culture statements with board prior to enso <p>To discuss further and finalise at enso</p> <p>Do we need to do a formal review once or twice a year?</p>	<p>Lisa</p>	<p>Enso</p>

	Reminder Whānau Hui Monday 5 th July – Alison and Wei attending		
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Te Korero Whakamutunga – A blessing to finish

Kua matu a tātoa mahi mo tēnei wā

Kia tau te Rangimārie

Kia tatou katoa

Our work has finished for this time, let us go in peace

Meeting closed at 9.24pm

Chairperson: _____

Date: _____

Board Meeting Dates for Term 3:

Thursday 12th August

Monday 23rd August – NZSTA training – Employer role

Thursday 9th September

ACTION POINT LIST

Date of meeting	Action	Responsibility	Timeframe
19/03/20	Training for BOT re employer role – NZSTA	Rick / Maree / Lisa	Term 3 – booked 23 rd August
19/03/20	Staff appraisal / performance management explanation to BOT Board to be informed of revised teacher registration / Inquiry process – helen presentation	Maree / Helen	August meeting
19/03/20	Update BOT Governance statement	Rick / Maree / BOT	enso
24/06/21	Updating camp letter	Julie / DP's	Feb 2022
24/06/21	Set enso date and invite senior leadership	Lisa	25 th June
24/06/21	Te Tiriti – talk to Faron	Joanne	9 th July
24/06/21	Well being survey sample	Rick	9 th July
24/06/21	NZSTA feedback – add names of attendees	Lisa	9 th July
24/06/21	Review questionnaire for Board	Rick	August
24/06/21	Terms of reference for sub committees	Lisa / Rick	30 th june
24/06/21	Updated Finance Intention Statement	Lisa	August meeting
24/06/21	Confirm meeting with AJHS / ASHS boards	Rick	25 th June