

Logan Park High School Board of Trustees Open Session Meeting MINUTES
Tuesday 14 August 2018 6.30pm Whanau Room

Admin

Present: Peter Hills, Kristan Mouat, John Bradfield, Tracy Rogers, Ronda Grills, Cindy Hall, Paul Fielding, George Sabonadiere.

Apologies: Ruth Barnett.

In attendance: Gemma Harris

Declaration of interests: None

Conflicts of interest: None

Motion: Move that the above items be accepted:

Moved: Bradfield

Carried: Unanimously

1. Monitoring

1.1 Finance reporting: June 2018.

Motion: That the LPHS BoT adopt the finance report from the meeting held 7 August 2018.

Moved: Bradfield

Carried: Unanimously

- LPHS has adopted a new software system "ToolKit" to support payroll.
- HR Self-Audit – Remuneration: This has been recorded and managed very well with annual reviews.
- The U/F balances in the Finance Report were discussed, (property and staffing), this will hopefully balance out at the end of the year.

Motion: That the LPHS BoT member on the Finance Committee will oversee the review of all documentation related to HR – Self Audit Remuneration.

Moved: Rogers

Carried: Hall

2. Administration.

- The MNA Report was very positive. The small area for improvement will be dealt with at an HOD level.
- Governance policies were discussed and it was decided to bring the remaining 5 HR – self reviews to the next meeting and link them to the appropriate BoT policies.
- Professional Capability and Collective Capacity discussion – this is done through our HOD's with professional development, appraisals and self-reviews. Effective teachers at the forefront of our minds.
- The Mid-Year Curriculum Report: Distance learners were discussed and will be monitored and recommendations made. Student voice was discussed. Students have choices, reviews and give feedback. Early intervention systems with students and parents have been adopted by many of the HOD's and the Pick a Path Model was discussed. The main issues presenting to the counsellor and how they are being addressed will be followed up. An At Risk Register has been created. The timeline for the new Learning Support building and teacher aides were discussed.
- A date for the Student Elections was set: 21 September 2018 and Gemma Harris was nominated as the returning officer.

Motion: That the LPHS BoT agreed the Student Elections will be held on 21 September 2018 and Gemma Harris will be the returning officer.

Moved: Grills

Second: Hall

2.1 Confirmation of Open Session Minutes 5 June 2018:

Motion: That the LPHS BoT accepts the open session minutes from the meeting held on 5 June 2018 subject to change as a true and accurate record of the meeting.

Moved: Bradfield

Second: Hall

Matters Arising: None.

2.2 Open Session Correspondence:

- STA News.
- Tukutuku Korero – Education Gazette.
- Letter – School Audit Arrangements for the 2018-2020 Financial years.

3. Identify Open Session Agenda Items for next meeting 4 September 2018

- Maori/Pasifika AREA Report.
- 5 HR Self Reviews/Governance Policies.

The chair moved that the meeting of the LPHS BoT move into Committee under the provisions of the Local Government Information and Meetings Act, 1987, to consider matters that come within the classification of Section 48 of the Act, to protect the privacy of students and staff. Carried unanimously.

Meeting Closed at 8:40 pm

Next meeting: Tuesday 4 September 2018 at 6.30pm in the Whanau Room.

