

**Logan Park High School Board of Trustees Open Session Meeting MINUTES**  
**Tuesday 1 May 2018 6.40pm Principals Office**

**Admin**

**Present:** Peter Hills, Kristan Mouat, Ronda Grills, Tracy Rogers, Ruth Barnett, George Sabonadiere.

**Apologies:** John Bradfield, Paul Fielding, Cindy Hall.

**In attendance:** Gemma Harris

**Declaration of interests:** None

**Conflicts of interest:** None

**Motion:** Move that the above items be accepted:

Moved: Barnett

Carried: Unanimously

**1. Monitoring**

**1.1 Finance reporting:** No meeting held in April 2018.

- A meeting will be held with Mr Dunbar and the Finance Committee on the 29<sup>th</sup> of May 2018.

**2. Administration.**

- The Draft BoT Schedule 2018 was discussed and accepted subject to the possibility of change from the Ministry who are finalising NELPS (National Education and Learning Priorities).
- Compliance Monitoring to be added to the schedule.
- The 5 HR processes were discussed and 3 will be covered this year:

1. General HR

2. Recruitment

**3. Remuneration**

**4. Employee Relations**

**5. Performance Management**

- The correspondence was discussed:  
ORC Report – The Caretaker is compiling an operational manual.  
MoE letter ESOL – Funding goes towards helping students who arrive and speak very little English.

**Motion:** That the LPHS BoT accepts proposed BoT schedule 2018.

**Moved:** Hills / Grills

Carried: Unanimously

**2.1 Confirmation of Open Session Minutes 12 April 2018:**

**Motion:** That the LPHS BoT accepts the open session minutes from the meeting held on 12 April 2018 as a true and accurate record of the meeting.

**Moved:** Rogers

**Second:** Grills

**Matters Arising:** None.

## 2.2 Open Session Correspondence:

- STA News.
- Letter from the Ministry of Education – ESOL.
- Letter from the Ministry of Education – Bank Staffing 2017.
- Otago Regional Council – Compliance Monitoring Report.
- HR – 5, Performance Management.

## 3. Identify Open Session Agenda Items for next meeting 5 June 2018

- ICT Review.
- Monitoring of Budget.
- Formalise Performance Management.

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 8:05 pm

**Next meeting:** Tuesday 5 June 2018 at 6.30pm in the Whanau Room.

