

**BUCKLANDS BEACH INTERMEDIATE SCHOOL
BOARD OF TRUSTEES MEETINGS 2018**

7.00 pm

BOT meeting begins

- Apologies
- Declaration of Conflict of Interest
- Minutes of previous Meeting
- Matters Arising from Minutes
- Confirm any 'in Committee' meetings and minute any items that are public.
- CORRESPONDENCE (Go through Correspondence enclosed and tabled.)
- PRINCIPAL'S MANAGEMENT REPORT
- GENERAL BUSINESS (to be sent in advance to the Chairperson)

Date 2018	Special Agenda Items – Curriculum, Target or Project Reports	Governance
Tuesday 13 February Special Time of 7.45pm	Budget confirmed EOTC and Camp RAMS Shared with Wendy prior to Feb 23.	Elect Board Chairperson Confirm Portfolios for the year. (see below) Budget Overview, Surf Safety Risk Management Property
Wednesday 28 March (Due to Conference)	Charter and Strategic Plan / Annual Plan Confirm BOT Portfolios Principal's Appraisal	Planning for ERO
Wednesday 16 May (April and May meetings combined)	PYP Update School Contribution fees for next year. Set International Student Fees for next year. Set camp fees for next year (in order to print into the prospectus).	Sports Camp RAMS (June). RAMS for Leadership Camp (May) Planning for ERO
Wednesday 20 June	Japan RAMS Target Report	Planning For ERO
Wednesday 1 August (July - due to holidays)	Reporting Update	CoL
Wednesday 22 August	AIMS Games RAMS and outline (AIMS September) Fiji RAMS and Fiji outline Taranaki Run RAMS Target Report	
Monday 19 September	Consultation	ERO
Wednesday 24 October	Strategic Planning RAMS for Taranaki Run - finalised	
Wednesday 28 November (Exhibition evening, plus 21- is new parent evening)	Draft Budget PLG reports ERO Report Back	Staffing for 2019 Enrolments for 2019 and enrolment numbers
Monday 10 December	Year in Review Analysis of Variance Budget for 2019	Final Board meeting of the year. Year in Review will be circulated beforehand. Board Agenda and Principal's report will be circulated at the meeting. Finance before Accountant has checked.

GOVERNANCE

Matters arising from management reports

SUBCOMMITTEE REPORTS

Portfolio	Lead	Back ups
Chairman	Chris Griffiths	Diane Parkinson / Principal
Treasurer	Alan Figgins	Chris Griffiths
Property (5YA and 10YP)	Graham Bodman	Chris Barnes
Property (BOT)	Chris Barnes	Graham Bodman
Personnel / EEO	Lisa Mullin	Alan Figgins
Community	Principal or Deputy Principal	Leonie Wallace
Strategic Planning	Alan Figgins	Colin James
Inclusion / International Students	Graham Bodman	Lisa Mullin
Health and Safety	Wendy Levy	Chris Barnes
Student Achievement	Anne Burgess	Colin James
Digital Technology	Colin James	Wendy Levy

GENERAL BUSINESS

9.30pm meeting closed

Could trustees please advise the principal's secretary of any items of general business or if they require more time to present their report **by the Thursday prior to the meeting.**