

Ao Tawhiti Unlimited Discovery

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**Ao Tawhiti Unlimited Discovery Board of Trustees Meeting
1 December 2014 at Unlimited Campus**

Minutes	Action Items
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Meeting opened at 5:30am

- 1 Present:** Evan Kidd, John Duncan, Steven Mustor, Matt Parrett, Sarina Dickson, Daniel McKay, Mel Stopford, Bee Nicholls, Feroze Brailsford, Karen Wylaars, Dalene Mactier

Apologies: Elmarie Els (BoT Secretary)

In Attendance: Steve Hunt, Matthias Thies, Corinne Rooney, Sue Hicks, Simon Walmisley, Nadine Walmisley, Blair Sheat

Agenda

Agenda

Register of Interests

Minutes of Previous Meeting / Action items

Confirmation of Minutes – 3 November 2014 (Done on Basecamp)

Previous meeting action points

- ✓ EDI plan – *SLT will present*
- ✓ Donation review – *Completed*
- ✓ Charter workshop – *Completed*
- ✓ BOT Governance tri-annual plan – *in progress*

Correspondence

Basecamp. Taken as read

2 Presentations

Blair Sheat presented the Curriculum review for 2014. (Document presented)

- Focus was on reviewing practices – current practices – what's working well, what needs to be the focus for the future.
- Results are interim
- Gathering is not yet complete
- Snap shot approach – gathered a sample of the learning at the school – used a portfolio approach. Secondary site – 2nd half of Term 2 – sample of achievement and assessment.
- The board would like the review to include student's voice.

Steve Hunt [National Standards data report tabled] Presented the National Standards data for end of the year 2014

- Based on LA OTJs – most LAs use formal testing, as well as OTJ to make a judgment
 - Board asked how we are capturing the holistic
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learning at this age level, discussion on how a new SML will report on this.

- Steve's presentation focused on NS data at this stage as per MOE requirements.
- Board would like students voice and achievement of personal goals captured.

3 Monitoring Reporting

- **Directors report**

Steven presented the Director's report and discussed the following issues Year 1- 3 community

- We received 3 letters of concern as well as support from the members of the community. Steven raised the concern about what is management and what is governance and that the concerns raised are management concerns rather than governance concerns.
- We discussed the distinction between management and governance – confirming roles, that the upholding the special character of the school is a key for governance responsibility.
- Letters of concerns needs to be tabled allowing time for the board to consider them before a board meeting.
- BoT chair will acknowledge receiving and tabling the letters of concern.
- **Meeting with the ballet school** - The meeting was positive, with at least 40 people attending the meeting. Students were very interested in attending and will be coming to have a look at the school.

- **Finance report**

Directors delegations updated in governance folder. Within in reason and in budget.

\$175 per 1 child/ \$350 per whanau, funds will be collected for set purpose and will involve community in this discussion.

Currently over budget by \$60-80 thousand, we have excess funds to cover this. The end of year variance will outline the extra expenses but it is largely to Infrastructure, such as landlines, extra appointments due to the merger and a large amount of sick leave that needed covering.

Steven and SLT have put forward the EDI plan and is keen to proceed this year.

\$92, 500 - ICT
\$150,000 – Staff

Greta to put this in the Governance folder

Bot members to engage in conversation around what project or purpose donations could be used for by 12 Dec 14.

Elmarie to put Discussion on Basecamp

4 Discussion In Committee

5. Identify Agenda items for next meeting

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- Evaluation of charter consultation
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6. General Business

7. Board communication

3 Key messages

Charter Consultation and Workshop

The Board of Trustees would once again like to thank all of the students, parents, and staff who took the time to provide feedback on the current charter. On Sunday we met to discuss the information provided by the community, conducted our own review and developed a plan for constructing next year's charter. We intend to have a first draft available for the community on 9 February 2015, as this will allow us two weeks to gain your feedback again and make any alterations that may be needed.

Elmarie's Resignation

Elmarie Els has made the difficult decision to resign from her Director's PA / Board of Trustees Secretary position from mid January 2015. Elmarie has been an outstanding member of our staff and an ardent advocate for both Discovery 1 and Ao Tawhiti Unlimited Discovery. Her hard work, Professionalism and supportive nature will be strongly missed.

8. Meeting closure

Evaluation

Preparation for next meeting

Meeting finished: 9:00pm

Next meeting, February 2015, 5:30pm

Unlimited Campus

Approved: Chairperson

Date:
