

Ao Tawhiti Unlimited Discovery

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**Ao Tawhiti Unlimited Discovery Board of Trustees Meeting
18 May 2015 at Unlimited Campus**

Minutes

Action Items

Meeting opened at 5:30am

I Present: Steven Mustor, Karen Wylaars, Mel Stopford, Sarina Dickson, Daniel McKay, Dalene Mactier, Feroze Brailsford, Bee Nicholls, Evan Kidd, Matt Parrett.

Apologies:

In Attendance: Greta Farrant (BoT Secretary)

Agenda

Confirmed

Register of Interests

Minutes of Previous Meeting / Action items

Evan – Resignation. Evan was thanked for his hard work as a parent and coopted trustee.

Greta

Discussion about needing more detail in the minutes.

Previous meeting action points

- **Skills matrix – Karen** *In Progress*
- **Directors appraisal –** *In Progress*
- **Student Voice Working Party –** *In Progress*
- **ICT/IP Working Party –** *In Progress*
- **Background work for site/new building party –** *In Progress*
- **Tri Annual Plan completed to BOT –** *Completed*
- **Use of Annual Donation Survey –** *In Progress*

Skills matrix – Need to think of some strategies to encourage others to stand and bring in new skills. It's important to remember that it is a democratic process and we need to start building momentum for the March elections. The idea is to identify people who may wish to stand. There are also opportunities for BOT training.

Directors appraisal – Rescheduled meeting with Dennis for the 28th May.

Bee/Steven

Greta/Steven

Tri Annual Plan – Make copies for governance folder.

Survey – Would like to see more student voice in the survey. Extending the survey for an extra 2 weeks via email and newsletter.

Steven

Correspondence

Basecamp – Banked staffing letter confirming last years overspend in staffing.

Taken as read.

3 Monitoring Reporting

• **Directors report**

Use of electronic roll returns
Steven moved that the principal of Ao Tawhiti Unlimited Discovery (permanent or acting) may approve roll returns electronically. Second: Karen.

Carried

Data
(SG3) reporting data for years 10 – 13, Steven outlined that the data came from the Term 1 reporting information entered by LAs. He outlined that it would also be good to add identified special needs students to the tracking data.

Discussion had outlined that at governance level this information should be useful for resourcing, staffing and property. Currently the data isn't moderated – it is a pure overall teacher judgment. This could make the data less useful if there is a wide variation across staff. When added to NCEA, national standards and attendance information the BOT will have a wider range of information to make comparisons/base decisions on. Importance to be able to identify individual students and develop a plan for them.

IEP goals and throughout the term; qualification goals are set once a year.

• **Enrolment scheme**

Nick Harrall has been asked to come in to discuss the enrolment scheme with the BOT. She will come to the next meeting to answer any questions the board has about it. Discussion around zoning is particularly important.

*Organize meeting with Nick.
Add Nick to the next agenda.*

**Bee
Greta**

• **Finance report**

Last years audit – Accountant John Hooper was accepting of where the accounts ended up but still ran a loss. He accounted for this as partly staffing costs, lower roll numbers, change in decile rating and rising operations costs.

What's being spent on staffing to be discussed in June meeting.

Finance committee

Question raised. Are we continuing with the finance committee. Currently we do not have enough people on the committee and now with Evan's resignation.

Steven moved to keep the finance committee, seconded by Karen, passed with one abstention.

Passed

New Finance Committee setup.

New members Karen, Mel and Sarina. Evan was coopted on the finance committee to over financial support, by providing leadership as if needed and helping with his financial background.

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Terms of reference for the Finance Committee.

Discussion around the structure of the finance committee. Committee will be made up of Director, Chair, Finance Administrator, plus a minimum of one other trustee. May co-opt members if required. Moved by, Bee second: Karen. Finance committee yet to decide on a time, day and location. **Carried**

Bank Signatories

The signatories at this stage are Steven (director), Bee (chair), Jill Legg and Jacinta Buist. Bee moved that Karen Wylaars be added as a signatory for Ao Tawhiti Unlimited Discovery's Bank accounts. Second: Matt. **Carried**

Remove Evan off signaturie, moved by Bee, second: Mel. **Carried**

- **Policy review**

Trustee's delegations – Governance and Management Policy accepted for another year. *Agenda to be updated, action list to be attached.* **Greta**

Meeting review Meeting Procedures Policy reviewed and accepted with the following changes. Correction on where the meetings are being held, changed from 'at the Dovedale site' to at the 'Unlimited campus'.

Greta to follow up term one meeting fees are paid.

- **Trustee review feedback.**

Carried onto June's agenda.

- **Comms and engagement report**

Nothing to report. – Karen.

4 Discussion

- **Trustee Review Feedback** – to be put on Junes agenda.
- **Community building/Parent engagement/Party and Use of annual donation spend** – discussion to be had on Basecamp.

Greta

5. Identify Agenda items for next meeting

- Nick Harrall.
- What is being spent on staffing.
- EDI Spending.
- What does success and achievement look like for our students.
- How do we support students to follow their passions and interests.
- The Board as an employer.

6. General Business

In committee – three items.

7. Board communication

3 Key messages

*Property announcement
Extension on donation survey
Data showing engagement of students*

8. Meeting closure 8.30pm

Evaluation

Preparation for next meeting

Meeting finished: 8.45pm

Unlimited Campus

Approved: Chairperson

Date:

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Action Items

In committee items will no longer go on Basecamp.

Karen and Bee to talk to Mike Rondell about the board as an employer.

Steven to ensure that Term 1's fees are paid.

Greta to write a letter coopting Evan onto the finance committee.

Bee will organize and confirm meeting with Nick.

Greta to add Nick to the next agenda.

Steven will organize students to have a voice within the next two weeks for the annual donation spending survey.

Extend the survey for 2 weeks. Send out the link again in the next two newsletters and separate email. - Steven

Greta to ensure that term one's board meeting fees are paid.