

Ao Tawhiti Unlimited Discovery

Explore your learning • Achieve your potential

Ao Tawhiti Unlimited Discovery Board of Trustees Meeting
20 July 2015 at Unlimited Campus

	Minutes	Action List
	Meeting opened at 5:30pm	
1	<p>Present: Bee Nicholls (Chair), Karen Wylaars, Sarina Dickson, Daniel McKay, Feroze Brailsford, , Matt Parrett, Dalene Mactier.</p> <p>Apologies: Steven Mustor</p> <p>In Attendance: Ian Hayes (DD), Duncan Woods (DD), Jonelle Matthews (visitor)</p> <p>Agenda - Confirmed</p> <p>Register of Interests - None</p> <p>Confirmation of Previous Meeting - carry forward to next meeting</p> <p>Previous meeting action points</p> <ul style="list-style-type: none">• Skills matrix – Karen discussed matrix summary looking forward to next year’s elections, highlighting perceived weaknesses in skills – Finance, employment, property and student achievement were the lowest. Suggested that future trustees should develop skills around asking good questions in these areas not necessarily specific skills, however PD was important. Matt suggested including more robust induction around the workings of a school. Dalene suggested trustee’s taking responsibility for a portfolio’s as a way of increasing expertise and spreading work load. Next steps?• Directors appraisal – Carry forward to August agenda• Student Voice Working Party – SLT have developed survey to gather student voice to go out this term. Board can add questions to this. Board suggested having a young-child-friendly version.• IP Working Party – Feroze discussed the need for more board members to join group as Mel has left and Feroze leaving. Purpose of group is to discuss how to protect IP within the school. Do we need to develop an IP policy? Or do we open source our IP? Further discussion required. Matt keen to join group.• Background work for “site/new building party” – Carry forward to August agenda• Tri Annual Plan completed to BOT – Completed• Summarise Bot Self Review identifying areas for PD. – In Progress – carry forward to August agenda• Discussion of Zone/Enrolment policy on BaseCamp – Dan moved a motion that the Board submit to the MOE that our zone be the 4 Aves or smaller. Seconded Chair. Carried.• Summary of Annual Donation Survey – In progress – Carry forward to August agenda• “Community Engagement & Forum Coordinator” discussion to be had on BaseCamp	<p>August Agenda - Karen</p> <p>August agenda - Bee</p> <p><i>Does the bot want to add questions to survey?</i></p> <p>Discussion to continue within working group</p> <p>August agenda - Bee</p> <p>August agenda - Bee</p> <p>Letter to MOE requesting amended zone - Jonelle</p> <p>August agenda - Karen</p> <p>August agenda - Karen</p>
	Correspondenc	

2 **Presentations – None**

4 **Discussion**

- Zone/Enrolment Policy – see note above
- Staff Trustee elections – timeline & returning officer. Feroze suggests holding staff and student elections on same date. This brings it to Sept.
Bee moved that the staff trustee elections are held at the end of Sept. Appoint Returning Officer early Aug to start process. Matt seconded. Carried.
- Bot Secretary 12 – 15 hours per month. Current secretary has resigned.
Matt moved that Chair writes a job description with the required hours per month (cap at 20) and fills the position if able. Karen seconded. Carried
- Succession planning – see notes above
- Exit interviews?? Staff, Student and Whanau. Next month
- Trustee Review Feedback – see notes above
- Community building/Parent engagement/Site Party – nothing to report

**August agenda –
appoint RO -
Bee**

August agenda

August agenda

5. **Identify Agenda items for next meeting**

-
-

6. **General Business**

In committee

7. **Board communication**

3 Key messages

8. **Meeting closure 8.30pm**

Evaluation

Preparation for next meeting

Meeting finished: 9.00pm

Unlimited Campus

Approved: Chairperson
