

# Ao Tawhiti Unlimited Discovery

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## Ao Tawhiti Unlimited Discovery Board of Trustees Meeting 21<sup>st</sup> September 2015 at Unlimited Campus

### MINUTES

### ACTION LIST

Meeting opened at 5.30pm

- Present:** Sarina Dickson, Steven Mustor(Director), Karen Wylaars, Richard McCance, Feroze Brailsford, Matt Parrett, Dalene Mactier, Daniel McKay Bee Nicholls(Board Chair)

#### Apologies:

**In Attendance:** Patrice Le Sueur, Maddison Tumataroa, Matthias Theis, Jonelle Matthews(Board Secretary) Lauren Scott.

**Agenda:** Confirmed

**Register of Interests:** None

**Confirmation of Previous Meeting:** Karen carried, Richard Seconded.

#### Previous Meeting Action Points:

- **Student working party**-*In progress*
- **IP voice working party**- *In progress*
- **Background work for “site new party”**-*In progress-Soon to be reactivated*
- **Summarise BoT self review identifying areas for self review**-*In progress*
- **Letter on enrolment policy on Basecamp**
- **Charter review**- *in progress see discussion below*
- **Comms for new Build**- *In progress- See discussion below*

**Management**  
**Matt/Renea**  
**Karen/Sarina**  
**Bee**  
**Jonelle/Bee**  
**Karen/Sarina**  
**Karen**

#### Correspondence on Basecamp:

- ERO latest national report for sec. schools
- School caretakers and cleaners collective agreement
- STAnews
- Tukutuku Korero
- Statistics letter
- Statistics form
- Bridget White email re: sustainable rebuild
- Education Gazette 24 August
- IRD GST statement
- Dental service Emergency Holiday dental service
- Vision and principles email from Hillmorton
- Open letter to Principles and Chairs from Hillmorton High.
- Invitation for BoT to attend Ricc/Wigram community meeting
- Email from Matthias Theis re: staff elections
- Email from Matt Parkes re: sustainable rebuild

#### Taken as read.

- Presentations:**
  - A student within our school, is passionate about our school rebuild, and wants to ensure a sustainable rebuild is a top priority for us. Our school could be a leader, with

our rebuild. We could provide opportunities for education within our build. We have students returning to visit our school, talking of the opportunities they received whilst at our school, and with that in mind the sustainable rebuild could offer many more opportunities. We can add to the climate contribution, by doing this well. We know that the MoE has a large say in these decisions, however these thoughts need to be discussed strongly. A big thanks to the board for all the hard work that they have put in since the earthquakes to ensure we have a great school.

### 3. Monitoring Reporting:

- **Finance:** *EDI funding- change of staff budget*-See discussion below. **Steven**
- **Directors Report:** *Banked staffing/National Standards/Marketing* See discussion below. **Steven**
- **Charter Review:** *Early survey analysis*- See discussion below. **Sarina**
- **Comms and Engagement-** *Comms plan for new build*- See discussion below **Sarina/Karen/Dalene**
- **Property:** Nothing to report **?**

### 4. Discussion

- **Charter review**-We got a lot of replies at to our survey at Ignite, and some from Breakfast club. However that may not have been a good cross-section of our community. Sarina has done a quick analysis of the first Goal. Adults were all quite cohesive, opportunities for everyone, and everyone is a learner. The students all said the same thing; I get to make my own decisions. A strong theme came out through all questions; people feel there is a lack of information around philosophy and pedagogy. Overall people are happy. Opportunities for more feedback are, we need to survey staff; we will attend staff meetings on both sites. Email out to more adults; via Survey Monkey. More Students; via staff. We can work to a September/October timeline then we can have all the information in and analyzed ready for us to spend some time on the Charter in a Charter workshop. **Karen/Sarina/Dalene**
- **Banked Staffing- Directors report**-I Banked staffing falls out of the relic that was ministry funding. We now have a system where your role determines your funding for staffing. Schools can still use their operational fund to hire more staff should they wish. If you use less than what is received, this is called banked staffing. If you spend more, then you owe banked staffing. We are overspending as planned. We budget for that through EDI, which we are currently applying for. Our finance run is Jan 1st-31<sup>st</sup> Dec, and our Staffing runs from March-March. We are on target for our budget. Normally a school runs just under, to get a credit we are running just over, so we can manage our staffing over 2 sites. Banked staffing used to come through as a separate report. Management have added a line into the budget so it is easier for the board to track.
- **National standards- Directors report**- Mid- year reporting should be showing where our kids would be at the end of year, not where they are right now. This will change in the next reporting. We have some low writing results. RTL it seems to be having a huge

benefit in helping with this. Last staff meeting was a presentation on great results that the year 1-6 were having through storytelling. We will not make the students get to the Nat Standard for their stage. We will focus on helping a student to keep moving up and learning. Chair was impressed with the National Standards report this time. It has captured some thinking around how to improve our results, not just Data. Management wants to keep working on the reliability of the data in the year1-8. Steven will look at the end of year reporting and explain any variances. In the future the Board would like to see a holistic take on where students are at, sitting alongside the data. LMS will help with this reporting.

- **Marketing-Directors report-** Director and SLT talked to an advertising firm, to start the process of what we may need in a marketing company. The advantage of working with a marketing firm is they will get the Job done to a professional standard. It's important for us to find someone who understands us. Entry points are something we need to consider. We need to look at marketing for key entry levels; years 1, 7,9,11 and 12. The Board questioned weather we could employ a marketing company to brand and advertise, and then employ someone to continue into rolling out the strategy that could take on extra roles that grow and develop with the school. A company's willingness to engage with students, having students working alongside of them is essential. Director will take this conversation to basecamp sometime in early term 4; we can bring those ideas to the Oct meeting. We need a ballpark figure by December to fit into the budget. **Steven**
- **John Hooper-** The MoE wants schools to go from employing an auditor on a yearly contract to 3 yearly contracts. John Hooper has put through proposal for the 3-year term. Board wants to continue to use John. Letter of confirmation to be sent. Bee forwarded Sarina seconded. **Jonelle**
- **Finance-** Reporting system has been remedied. Curriculum is tracking a little under, possibly because of the change budget, and amounts the staff are dealing with. Using curriculum to buy experiences instead of resources has been a little daunting. 10-13 are still using solo budgets, so are tracking well. EDI funding application has started. Nick Hurrall has said we should have no problem with the lpad funding going through. If Antz doesn't get back to us this week, to confirm he will do our financial accounts, we will use BDL. The student innovation fund that is sitting in the budget has not been used. The Board needs to promote with the students that it is there and available. This fund needs some consistent and clear criteria around it. Board will start a conversation on basecamp, and start developing some criteria/dates. **Sarina**
- **Comms and Engagement-** Now we have a site, we need to develop a plan where we can work with our wider community to engage them in all ways we can.The purpose is to approach communication with a planned approach, that our communications are timely, and everybody in our community feels informed, and feels part of the process. Our communication could be delivered through the lens of all 3 key thoughts; The BoT is committed to ensuring the best outcomes for our students throughout the rebuild. The Board is ultimately responsible for the final decision-making, as required throughout the rebuild, however is committed to transparent and open discussions at all times, and all our communication will be carried out through our special character and core values We need to be clear on our process of informing, consultation and collaboration. Chair is normally the spokesperson, however the Chair has nominated

Director to be spokesperson for the new build. Once we have a timeframe from Simon, we can start implementing the communication plan. We should start the conversation of site party on Basecamp soon.

**5. Identify Agenda Items for Next Meeting**

- Identify a time for charter review meeting.
- Support of innovation & of our future vision of the special character
- Trustee self review feedback
- Succession planning, skills matrix needed
- Community building/ parent engagement/ Site party
- 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**

- Welcome to Richard McCance our new Staff Trustee.
- Thankyou and farewell to Feroze, our Student Trustee.

**7. Board Communication**

**3 Key Messages**

- Innovation fund
- Outgoing Student trustee
- Charter feedback survey

**8. Meeting closure: 9.30**

**Evaluation:**

**Preparation for Next Meeting:**

**Unlimited Campus**

**9. Approved:**