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Ao Tawhiti Unlimited Discovery

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Ao Tawhiti Unlimited Discovery Board of Trustees Meeting 19th October 2015 at Unlimited Campus

MINUTES

ACTION LIST

Meeting opened at 5.30 pm

- Present:** Matt Parrett, Richard McCance, Karen Wylaars, Bee Nicholls (Chair), Patrice Le Sueur,
Apologies: Sarina Dickson, Dalene Mactier.
In Attendance: Jonelle Matthews
Agenda: Add Enrollment Scheme to discussion, Innovation fund added to General Items
Register of Interests:
Confirmation of Previous Meeting: Karen

Previous Meeting Action Points:

- **Marketing- *In progress***-Conversation to basecamp term 4 **Steven**
- **Student Innovation fund –*In progress***-Conversation on basecamp **Sarina**
- **Student Voice working party-*In Progress***- See Discussion **Steven**
- **ICT/IIP Working Party-*In Progress***- Nothing to report **Matt/Renea**
- **Background work/ Site New Building party- *In Progress***- See Discussion **Karen**
- **Summarise BoT self review identifying areas for PD- *In Progress***- See Discussion **Bee**
- **Charter Review-*In Progress***- See Discussion **Karen/Sarina**

Correspondence on Basecamp:

- Letter Emma Reynolds
- NZSTA Human Resource Self Audit process
- School Leaver Achievement and Destination Profile 2014
- ESOL Funding Adjustment
- STAnews
- NZSTA Services
- NZSTA recruitment Management System
- Letter from NZ Councillors Ass.
- PPTA news
- NZSTA Secondary and Area School Groundstaff Collective Agreement
- 3D Printing email from Celyn
- Student BoT election results
- Tukutuku Korero
- Email: Coralanne Child School Leaver Achievement and Destination Profile 2014
- Registering Teachers Invite
- NZSTA Secondary and Area School Groundstaff Collective Agreement
- NZSTA Support Staff in Schools Collective Agreement
- Stastics Reminder Letter

Taken as read.

2. Presentations:

- Ivan Clayden- Ivan has just had an incredible Gateway experience. Robyn was able to work with him and get experience in a music studio in Wellington. He was able to work with NZSO creating music for a movie. Ivan plays the French horn, so the NZSO is a real career result for him. It was also his first time travelling on his own, so the experience was enormous. High schools students generally don't get this type of experience. He is very grateful to have had this opportunity. Steven

Robyn does a fabulous job at listening to what students are passionate about, and tags them into an experience to match their passion. What she then implements is 20 credits within this experience to ensure funding. A school of our size should have around 10 students a year funded, however because we are able to demonstrate so well our success, we currently have 24 a year funded. The board would like to be able to fund more kids to have this type of experience, maybe without having to jump through the funding hoops. The Director will talk with Robyn about a dollar figure and how many students we can fund into a gateway experience through the board.

3. Monitoring Reporting:

- Finance:** - *Nothing to report*
- Directors Report:** Property, Student Voice Feedback and Policy and Procedure review- *See Discussion Below*
- Charter:** *See Discussion Below*

4. Discussion

- Property-**The final parts of the lease are going very slow. No design work until the final lease has been sorted. Director asked Simon if our end date was still the same. Simon has said once the lease has been signed off, we will have a full and complete timeframe. Steven
- Policy and Procedures-** Director and Jacinta have gone through all the procedures to eliminate all duplicates. There is considerable work to be done on these. Some need complete rewrites to be site specific to 2 sites. Dropbox also has loads of duplicates that Director will continue to work on to get these clarified and rebranded. Board member is needed to work with Director to review all procedures, hopefully by next meeting. Once this is all done we need to post them onto website, making them transparent for all. We will have a new policy review schedule ready for Feb 1st 2016. Steven
- Student Voice feedback-** Student voice came about from SLT working with a group of students, and creating a survey that captured their thoughts on where they were at. Students were really clear that the survey had to be delivered in hard copy not over the Internet. This resulted in a much larger response than had previously been received. There is a lot of data that we can use for a myriad of reasons within the school. Years 1-3 did it as a HB, and the LAs collated the results. Yrs 4-6 did it individually. Yrs 7-9 had a high response rate because they did it during HB time. 10-13 had a great individual response rate too. The reference group used for creating the survey was a great way to capture student voice with great results. We need to implement this on a greater scale across the school. This information will be used in Steven

the Annual Plan. We will look at the comments further and see where the board wants to use this information in a communication plan. Director will continue to analyze the comments, and then feedback to students.

- **Enrollment Scheme-** We have received an enrollment scheme from the MoE. We want the 5 priorities listed to be considered over reasonable proximity. The Introduction also needs to remove the gazetted aims and be replaced with our special character. Chair will redraft the scheme and send back to Nick. **Bee**
- **Charter review-** Doodle poll will be put on Basecamp to be filled out by board to establish a time for Charter meeting. The staff and students also need to be surveyed. Staff Trustee will take a copy of the Charter and survey to the staff meeting on the 20th October. Deadline is Friday the 30th. Staff will then pass Charter and survey onto the students. **Richard**
- **Dates for December meeting-** we want to bring the Dec meeting forward so as it's not too close to Christmas. SLT are having a Staff end of year thanks on Wednesday the 16th Dec, It would be great if the Board could make it. Doodle poll on basecamp with possible dates. **Karen**
- **Site party-** it is time for us to celebrate! We were hoping to be in a position to be celebrating with a party. However, we need the lease to be signed off before we go ahead. Once the lease is signed then the party is on. The MoE are looking at putting a wrap around the new school site once the lease is signed off, to announce that the school is coming to this site. Discussion to be carried on Basecamp.
- **Trustee self review-** we did some review to suggest PD. The key thing how well does our Board govern, and do we know how well we govern? The board as an employer. There is some PD out there at the moment that is around those 2 things. The other thing that came up was around communication. Any PD that we can do in-group environment, would be great to get involved in. There is not a huge amount offered by NZSTA in these areas, so we may have to look elsewhere. There is Student Trustee PD on Oct 24th. There is a lot of PD available on Health and Safety in the beginning of next year. Also some PD on succession planning and Charter review. The Board recommends that Student Trustee looks into the Spirit of Adventure PD. **Bee**

5. Identify Agenda Items for Next Meeting

- EDI spending.
- What does the success and achievement look like for our students?
- How do we support students to follow their passions and interests?
- The Board as an employer
- Support of Innovation & of our future vision of the special character.

6. General Business

- Welcome to Patrice our new Student trustee.
- Innovation fund - Makerbot2 approved/Dan forwarded Karen seconded. **Jonelle**
- Pair Go trip half costs approved/ Karen moves we pay half costs. **Jonelle**
Steven seconded. Emma can apply to Director to see if curriculum funds can be accessed for the remainder.

7. Board Communication

Three Key Messages

- Sucession planning
- Student Voice Planning
- Ivan/Gateway

8. **Meeting closure:** 8.40pm

Evaluation:

Preparation for Next Meeting:

Unlimited Campus

9. **Approved:**