

Ao Tawhiti Unlimited Discovery

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Ao Tawhiti Unlimited Discovery Board of Trustees Meeting 16th November 2015 at Unlimited Campus

MINUTES

ACTION LIST

Meeting opened at 5.30 pm

- Present:** Matt Parrett, Richard McCance, Karen Wylaars, Patrice Le Sueur, Daniel McKay, Steven Mustor(Director), Sarina Dickson.
Apologies: Dalene Mactier, Bee Nicholls(Chair)
In Attendance: Jonelle Matthews(Board secretary), Rob Gardiner, and Miriam Denney.
Agenda: EZ document to be discussed.
Register of Interests:
Confirmation of Previous Meeting: Matt,Karen.

Previous Meeting Action Points:

- | | |
|--|---------------------|
| • Marketing- <i>In progress</i> -Conversation to basecamp term 4 | Steven |
| • Student Innovation fund –<i>In progress</i> -Conversation on basecamp | Sarina |
| • Student Voice working party-<i>In Progress</i> - See Discussion | Steven |
| • ICT/IP Working Party-<i>In Progress</i> - Nothing to report | Matt/Renea |
| • Background work/ Site New Building party- <i>In Progress</i> -soon to reactivated | Karen |
| • Charter Review-<i>In Progress</i> - See Discussion | Karen/Sarina |
| • Gateway funding-<i>Complete</i> | Steven |
| • Enrollment Scheme- <i>Complete</i> - See discussion | Bee/Jonelle |
| • Date for December meeting- <i>Complete</i> - See Discussion | BoT |
| • Comms. for new build- <i>In progress</i> | Karen/Bee |

Correspondence on Basecamp:

Taken as read.

- Education Gazette
- EOTC preliminary approval
- EZ from MoE to be confirmed
- GST statement
- Guidance Counselors flyer
- Guidance Counselors letter
- Mind Lab Unitec Letter
- Mind Lab Unitec flyer
- Nick Harrall EZ reply
- NZSTA Invoice
- NZSTA open letter
- Statistics reminder letter
- Tukutuku Korero

2. Presentations:

- Miriam and Rod presented Data on the breakdown of their workload in the last year. Where and how they support within their roles in the community. They also suggested some planning for next year, potentially around resilience and wellbeing for all staff, students, parents in the community through proactive programs. The BoT will discuss with SLT how they can support the guidance team.

3. Monitoring Reporting:

- **Finance:** Draft Budget -*See discussion below*
- **Directors Report:** Child protection policy- *See discussion below.*
- **Charter:** Timeline for charter consultation-*See discussion below.*

4. Discussion

- **Directors report- Child Protection Policy-** At the last Canterbury and West Coast Principal's meeting, John Parsons spoke at length about the need to have an effective Child Protection Policy at school. The NAG 5's are all about child safety, and our policies should all reflect that. Some of the simple things that we can do is; changing/reviewing some of our ICT policies, and use of school computer information. Does our SLT have enough training if there is an issue? The need for us to address social media has been discussed at length in the past, at Unlimited. There are questions from the BoT around limiting or creating boundaries for social media between staff and students, when we are a relationship based school. However when we look at where the risk falls, in terms of liability, under the new vulnerable children's act, we need to ensure that staff and students are all kept safe. We need to be confident at a policy level that the any any "threat" or "risk" is clearly communicated and understood by all Learning Advisors. We need to be clear that we are not suggesting that staff and students have bad intentions, however information can be interpreted in a very different way on social media. The Director will Basecamp the notes from his Principles meeting. The other point of interest is around the laptops that we give all staff for use. John gave a few really good examples, of staff with the best of intentions that have ended up in situations where the school has been put at considerable liability and vast cost involved. The laptops carry a huge amount of confidential information. We could change the policy language to reflect the behavior not the equipment, and people that are involved. Some things that we do really well are our relationship with NZSTA, and Indemnity insurance. We act under advise in situations which has served us well. Director will flag policies regarding social media and ICT issues for review. The Board is keen to have John come and present for our community.
- **Maori Success and achievement-** How does this fit in with what we already have implemented in our school. Our previous version of the Charter involved strategic goals, which included He Kakano, and how we were going to raise and

Steven- flag policies for review.

?- Look at booking John Parsons for our community

Steven- look into Grow Waitaha
Steven- chat to Blair about getting Data.

focus on Maori achievement. He Kakano is no longer available, but ties can be made to Tuahiwi Marae (Ngāi Tūāhuriri) and provides training for leaders in our school. Nick Harrall has suggested that we begin by contacting Grow Waitaha which is run by CORE education. Director will find some more information on this program. Blair started a professional learning group. This group could collate some data to report and support us to develop a plan for how we best recognize and promote Māori success in our school. The University of Canterbury also runs a leadership Cultural Responsiveness course. The Director wants Blair Ian and himself to be a part of this course. It runs for 8 Saturdays. An in-depth and robust discussion ensued regarding this topic, and where our commitment to Bi-Culturalism and the Treaty of Witangi was visible in our school. Discussion was moved to agenda items for next month.

- **Finance-** There was no October meeting. The DRAFT budget was presented to the Finance committee today. We are budgeting very conservatively based on a low roll. We have tried to group things into areas that are a bit more understandable. We have increased the gateway budget due to decisions at last months meeting. School donations are down, and the projection is that we will take in less. As a finance group we are taking a couple of weeks to focus on the budget. The innovation fund is more visible, and there will be a tracking system put in place so the board can follow the finances easier. This year we look like we will balance. Evan suggested that we have a modest budget for next year, so we balance at the end of year. Potentially we could blow out with the move into the city 2017. It is good to have a history of balanced budgets from an auditing view. We are cash rich, due to our insurance, we will use this money 2017. Do we as a BoT need to have a conversation to support Director in decision making around subjects that we currently don't offer. Drama, Hospitality, Photography. Director will have a clearer picture around this after he has sorted out staffing placements for next year. We don't necessarily need to offer these courses with teachers; we could use passionate professionals, who would give our kids a potentially a more authentic learning experience. NCEA credits for courses at a senior level are important to students, so how do we link these in? This fits in well with our current Charter conversations.
- **Enrollment Scheme-** We will reply to Nick, accepting their EZ, but noting that we would prefer to have had the amendments we suggested.
- **Charter review-** Moved to Basecamp for discussion due to time shortage. BoT are encouraged to spend some time and energy looking at the Charter this week. Key points to consider are that we can need to nail the strategic goals within the next week to give Director the direction he needs for annual plan. The vision is really important in terms of momentum, moving forward. Be a school of global standing is a great vision of where we want to be heading in our future. Strategic Goal 2, do we drop it, so that SLT can pick that up? It is also incorporated into Strategic goal 3 in some ways. Do we want to add a 4th strategic goal? If we do, could it be along the lines of developing relationships with key organizations.
- **Great Barrier Island Student Trustee PD-** Student trustee will complete application forms, and once we have confirmation from Hillary Outdoors Jill will

Jonelle-reply to Nick

Karen-to move conversation to basecamp.

assist in buying connecting flights.

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.
- Overall school culture in relation to the Treaty of Waitangi.
- Innovation fund- guidelines for its use.

6. General Business

7. Board Communication

Three Key Messages

- **Draft Budget**
- **Property update**
- **Public nurse onsite**

8. Meeting closure: 8.40pm

Evaluation:

Preparation for Next Meeting:

Unlimited Campus

9. Approved: