

Ao Tawhiti Unlimited Discovery

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Ao Tawhiti Unlimited Discovery Board of Trustees Meeting 7th December 2015 at Unlimited Campus

MINUTES

ACTION LIST

Meeting opened at 5.30 pm

1. **Present:** Matt Parrett, Richard McCance, Karen Wylaars,
Patrice Le Sueur, Steven Mustor (Director), Sarina Dickson. Dalene Mactier, Bee Nicholls
(Chair)

Apologies: Daniel McKay

In Attendance: Jonelle Matthews (Board Secretary), Feroze Brailsford.

Agenda:

Register of Interests:

Confirmation of Previous Meeting: Karen.

Previous Meeting Action Points:

- | | |
|--|---------------------|
| • Marketing- <i>In progress</i> -See discussion | Steven |
| • Student Innovation fund –<i>In progress</i> -Moved to Feb meeting discussion | Sarina |
| • Student Voice working party-<i>In Progress</i> | 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/Bee |
| • Comms. For new build- <i>In progress</i> | Karen/Sarina |
| • Policy and procedures- <i>In progress</i> | Steven |
| • Enrollment scheme –<i>In progress</i> -see discussion | Bee |
| • Maori success and achievement- <i>In progress</i> - Moved to Feb meeting | Bee |

Correspondence on Basecamp:

Taken as read.

- STAnews
- Sign it Flyer
- Letter from Ian re; Nigel Latta
- ERO powerful connections with parents and whanau. Booklet.
- ERO Educationally powerful connections with parents and whanau letter.
- Education Gazette 9th November
- NZSTA Invoice
- Tukutuku
- Sean Wheeler EZ for community consultation

2. Presentations:

3. Monitoring Reporting

- **Directors Report** - Marketing-See discussion.
 - Code of conduct/Community agreement- See discussion.
 - **Finance**
 - **Property Health and Safety**- Nothing to report.
- **Charter and Review report**- See Discussion.
- **Comms and engagement**- Nothing to report.

4. Discussion

- **Marketing**- The BoT will work with Director to develop clear guidelines. It is difficult for the SLT/ BoT to create short-term goals i for marketing and growth of the school, due to no date for city site. For marketing, we can start with a plan of how we want to be presented to the greater world, who we are and what we stand for, also the sorts of students we want to engage. The short-term plans will fall out of this, as we progress and become clearer of future plans. The Bot and SLT discussed the effects of quick role increase, and decided that a managed approach, of 50 students a year would be a good approach. To ensure staff community and students are well supported and that students can be engaged and make meaningful relationships, whilst still being mindful of growing our role for funding.

We do no marketing right now; we get most of our students from word of mouth. Questions were raised around getting the right people to engage in our community. Stories need to be shared around our success, and our unique educational style. Some discussion was had around getting all staff community and students to have the same story. We will look into PD with our whole community to develop this. It was noted that we have a lot of people come through on our tours, but not many enrollments from these. We will be looking to get cohesive information on our tours across both sites.

Director will draft a marketing job brief to come to the board, so we can advertise across firms and individuals. The initial contract will be for a short term /possibly 18 months. The Job will be advertised late Jan. Director will apply for funding via EDI.

- **Code of Conduct/ Community Agreement**- Ian and Duncan came and presented their code of conduct/community agreement, at a previous meeting. There have been a few wording changes made to the original document. The document reflects our Special Character and Core Values. The BoT will get this document in place as a working document, so that everyone is aware of agreeable behavior. The document will go out for community consultation. It will go out with 3 questions, which will invite discussion. The document will not be called Code of Conduct, but will be called Community Agreement. It will be a document to support a healthy working community. Director will chat to Ian and

Steven - To write a brief for employing someone into marketing role.

Steven - To set budget, and write EDI for funding.

Bee - To look at PD for SLT and BoT in developing our storytelling for marketing strategy.

Steven- Ask Ian and Duncan to send document out to community for consultation.

Duncan about getting community consultation of the document and then bringing back to the BoT.

- **Charter-** The BoT reviewed all of the community consultation around the proposed Charter. There have been changes made to some wording in the Charter to reflect the suggestions made by community members. The feedback was overwhelmingly positive. There was long and robust discussion around the wording and having the best possible Charter ready to be implemented for the New Year.
- The Enrollment Scheme has been returned from Sean Wheeler at the Ministry of Education. This document now needs to go out for Community consultation. Ideally now in December, and then again in January.

Bee- to collate community consultation and BoTs thoughts.

Bee/Steven
Send EZ out for community consultation

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

IN -COMMITTEE 5 Items on agenda. Started 6.55pm Finished 8.30pm

7. Board Communication

Three Key Messages

- **Gateway Funding**
- **Enrollment scheme**
- **Charter, does anyone have some photos for Charter?**

8. Meeting closure: 8.40pm

Evaluation:

Preparation for Next Meeting:

Unlimited Campus

9. Approved: