

# Ao Tawhiti Unlimited Discovery

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## Ao Tawhiti Unlimited Discovery Board of Trustees Meeting 28<sup>th</sup> January 2016 at Unlimited Campus

### MINUTES

### ACTION LIST

Meeting opened at 3pm

- Present:** Matt Parrett, Richard McCance,  
Patrice Le Sueur, Steven Mustor (Director), Sarina Dickson, Bee Nicholls (Chair)  
**Apologies:** Karen Wylaars  
**Absent:** Dalene Mactier  
**In Attendance:** Jonelle Matthews (Board Secretary).  
**Agenda:**  
**Register of Interests:** Matt Parrett declared conflict of interest regarding the marketing role.  
**Confirmation of Previous Meeting:** Patrice.

#### Previous Meeting Action Points:

- |   |                     |
|---|---------------------|
| • <b>Marketing- <i>In progress</i></b> - discussion   | <b>Steven</b>       |
| • <b>Student Innovation fund –<i>In progress</i></b> - <i>Conversation on basecamp</i> -Moved to Feb meeting discussion | <b>Sarina</b>       |
| • <b>Student Voice working party-<i>In Progress</i></b>   | <b>Steven</b>       |
| • <b>ICT/IP Working Party-<i>In Progress</i></b> - Nothing to report  | <b>Matt/Renea</b>   |
| • <b>Background work/ Site New Building party- <i>In Progress</i></b> -soon to reactivated                              | <b>Karen</b>        |
| • <b>Charter Review-<i>In Progress</i></b> - See Discussion   | <b>Karen/Bee</b>    |
| • <b>Comms. For new build- <i>In progress</i></b>   | <b>Karen/Sarina</b> |
| • <b>Policy and procedures- <i>In progress</i></b>  | <b>Steven</b>       |
| • <b>Enrollment scheme –<i>In progress</i></b> -see discussion  | <b>Bee</b>          |
| • <b>Maori success and achievement- <i>In progress</i></b> - Moved to Feb meeting                                       | <b>Bee</b>          |
| • <b>PD for SLT and BoT/Storytelling-<i>In progress</i></b> - Nothing to report   | <b>Bee</b>          |
| • <b>Community agreement- <i>In progress</i></b> -Nothing to report   | <b>Steven</b>       |
| • <b>Enrollment Zone- <i>In progress</i></b> - See Discussion   | <b>Steven/Bee</b>   |

#### **Correspondence on Basecamp:**

#### **Taken as read.**

- Education Gazette
- What is your journey NZSTA
- STA News
- MoE Health and safety
- NZSTA 2016 resource annual

#### **2. Presentations:**

- **Patrice-** Patrice has just returned from a professional development on Great Barrier Island. Patrice really enjoyed his time, and found it very rewarding. He developed a more concrete knowledge of his role as a Student Trustee, and feels

more capable in representing our students. All the physical activities were personally developing, in particular co-steering. The Great Barrier Island P.D is highly recommended for further Student Trustees.

### 3. Monitoring Reporting

- **Directors Report**

Marketing- See discussion

Staffing- See discussion

Directors health- See discussion

Ao Tawhiti block- See discussion

ERO- See discussion

- **Finance**- EDI funding –See discussion
- **Property Health and Safety**- Nothing to report

- **Charter and Review report**- See Discussion.

- **Comms and engagement**- Nothing to report.

### 4. Discussion

- **Charter**- Discussion was had around the goal of transitioning into the city. It has been decided to leave it in as a goal. The Charter needs a bit of tweaking and some photos added into it. The finalised Budget needs to come to the Board so it can be signed off and attached. The Annual plan is waiting on the National Standard figures, so that it can be started. We will contact John Hopper and let him know we are almost ready to go, so that we can apply for further funding as per his advice last year.
- **ERO** -Anne Bodkin from ERO she will do our assurance review- this is an external review, which will be our first school reavailable to the public. It will be carried out in the last week of term 1.
- **Ao Tawhiti Block**- moved to IN-COMMITTEE
- **Staffing** - Staffing is looking stable. We will know more at the 1<sup>st</sup> of march. We have employed Kate Armor to cover IEMs
- **Marketing** -Director has drafted a Job Description for the marketing role, this will be put up on basecamp for discussion. The board wishes for further EDI funding for the marketing role. Matt Parrett (parent trustee) is declaring a conflict of interest in this topic, due to being interested in this role.
- **Directors Health**- Director will be taking periods of sick leave over the next couple of months. He will nut out with Chair, how to manage this. Further discussion around management to be had IN-COMMITTEE.
- **Finance**- EDI has been approved, which is great news. \$178,000.00 breakdown of what has been applied for to date in Feb Directors report. We have 4 years left of EDI funding.
- **EZ**- The enrolment zone has to go out to the community. It will go out in the next 2 newsletters, with an open text box for feedback, this will make the feedback that is collected easy to collate.

**Steven**- Annual plan and finalised Budget for the Charter.

**Bee/Jonelle**- Finish off digital copy of Charter ready for John Hooper.

**Bee**- make contact with John Hooper

**Steven**-Marketing role draft on basecamp

**Steven**- breakdown of what has been applied for in EDI.

**Steven**- Community feedback for EZ.

### 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 moved to Feb discussion.
- Maori success and achievement moved to Feb discussion.

## 6. General Business

- **IN-COMMITTEE** 5(+2shifted over) Items on agenda. Started 4.30pm Finished 5.13pm
- **BoT Election**- Is happening this year, we need to get succession planning underway. Dalene is not standing, Karen is not standing, Bee is unsure about chair role, Sarina is not sure, and Matt will stand. Human resources, and finance are areas we need we need to specifically fill. We need to implement a plan for having elections every 18months. It is something we have talked about in the past but we haven't had enough consistency to manage it. Returning officer needs to be appointed in Feb meeting and board election dates confirmed.
- **Governance Folder**-The first section of the governance folder needs to read by every board member to be signed off by Feb meeting. Board is in agreement that meetings be shifted to the 3<sup>rd</sup> Tuesday of the month starting at 5.30pm. Board has accepted the meeting fees to stay the same.

**Matt**- Matt will start looking at a plan for Talking to community about elections.  
**Bee**- R.O appointed, Election dates to be confirmed.

**BoT**- to look at first section of Gov. Folder for signing off in Feb meeting.

## 7. Board Communication

Three Key Messages

- **Patrice Great Barrier Island.**
- **BoT election**
- **EZ consultation**

## 8. Meeting closure: 6.30pm

**Evaluation:**

**Preparation for Next Meeting:**

**Unlimited Campus**

## 9. Approved: