

Ao Tawhiti Unlimited Discovery

Explore your learning · Achieve your potential

Ao Tawhiti Unlimited Discovery Board of Trustees Meeting 12th April 2016 at Unlimited Campus

MINUTES

ACTION LIST

Meeting opened at 5.30pm

- Present:** Matt Parrett, Richard McCance, Karen Wylaars, Patrice Le Sueur, Steven Mustor (Director), Bee Nicholls (Chair).
Apologies: Sarina Dickson.
Absent: Dalene Mactier, Daniel McKay.
In Attendance: Jonelle Matthews (Secretary), Susan Keys, Natasha Smith, Regan Wilson, Tatiyana Naylor, Josh Cathro, Miranda Cassidy.
Agenda: Karen Wylaars, Matt Parrett.
Register of Interests:
Confirmation of Previous Minutes: Bee

Previous Meeting Action Points

- Student Voice Working Party –In Progress** Student trustee had initiated a timetable survey to capture student voice around new timetable changes, before he was elected Student Trustee. The information has been collated, and a meeting has been scheduled with Deputy Director to run through the student input. There is groundwork being done by the student trustee to create a forum to enable students to voice their questions and opinions to the correct channels; a report will come to a further meeting when there is more to report. **Patrice**
- Background work “site/new building party” –Closed-** *April meeting, due to no new site.* **Bee**
- Charter review-**See Discussion. **Karen/Bee Steven/Bee**
- Comms for new build- Comms for new Build/ Community questions-** The Ministry have answered some of the community questions, from the forum about new build. Director will put the Ministries answers on the website, once the Board and SLT answer their questions they will also be put up on website. There are some further questions still sitting with the Ministry. **Karen/Bee Steven/Bee**
- Student Innovation Fund- Student Innovation fund- In progress-**There is now an application form for those who want to sit on the Student Innovation panel, the Board would like for some junior students to sit on the panel. It would be good to get a large pool of people sitting on the panel, to ensure a quorum is readily available. **Patrice**
- Policy and procedures –In progress-**Nothing to report **Steven Jonelle**
- Enrollment Zone- In Progress-** Feedback has been received from the community on our Enrolment Zone. The feedback is positive with some thoughts on priority enrolments and making it publicly available. Chair has put forward that the Board accepts the enrolment policy with the enrolment zone. The Board is in full agreement. This will be conveyed to the Ministry along with the community feedback. **Steven Jonelle**
- ERO meeting- In Progress-** ERO meeting with the Board was held on Tuesday the 12th to outline the process involved during their review. The meeting at the end of their visit will be held at 9am on Friday the 15th April. Not all Board members need to be there, but a delegation that can feed back to the board is needed. Karen, Bee Richard and Patrice will attend. **Bee**
- Maori Success and Achievement- In progress-** directors report. **Steven Steven**
- Community Agreement- In Progress-** The community agreement will go out in Fridays newsletter dated 15th April, for community consultation. **Bee Steven**
- BoT Election - In Progress-** See General **Bee Steven**
- Marketing Role-** The Board made the decision to advertise the position for a second week, there are 2 applicants. Interviews will be held during the holidays. Director will organise the time with Interviewees. Then put the times on Basecamp, so Board members can give their availability. The Bot have approved that students will also be involved in the interview process. **Bee**
- Whanau trustee- Still pending-** Early term 2 **Bee**

- **EDI spending to date- update Steven**

Steven

Correspondence on Basecamp:

Taken as read.

- Ao Tawhiti Unlimited Discovery Mail - Late agenda item for board meeting this week - Pre-merger school- Jacinta
- Tukutuku Korero 7th March 2016
- Education Gazette 21/03/2016
- Sign It Flyer
- PPTA Health and Safety cover letter
- NZSTA annual conference brochure
- STAnews
- PPTA NEWS April
- Simon Hampston answers for community questions
- Wellbeing for success: A resource for schools
- Well being for success cover letter
- Health and Safety Training registration letter

2. Presentations:

- A group of year 13 students presented their thoughts on adding to the health and safety policy regarding mental health. They would like to start a Hauora group, and a peer support group. The emphasis would be on the breakdown of social stigma of Mental Health. The Board is in full support of this initiative being put in place for all of our students. The Board questioned how the group would implement professional development, and asked that the group of students work with Director, to address the procedure part of the policy, establish safety for all students involved. A long-term plan for sustainability and ensuring that it becomes a whole school program is to be looked at.
 - There needs to be very strong procedures implemented to ensure safety of all students involved. To be discussed and implemented with Director.
 - All funding needs to be approved by Director.
 - Identifying resources and organisations that would provide support to the students involved.
 - Board is in full support of this to come to the next meeting, and the newly elected Board of Trustees.

Steven- to work with students.

3. Monitoring Reporting

- **Directors Report**
 - **Finance** – Nothing to report.
 - **Property and Health and Safety**
 - **Child protection policy-** See discussion
 - **Health and Safety-** See discussion
- **Charter and Review report** - See Discussion.

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

4. Discussion

- **Child protection policy-** The policy that Steven has put up on basecamp is a draft and more of a point for the Board to start discussions on. We will need to adopt it into policy this will be tabled at a future meeting with the new Board.(will be added to Items for the agenda)
- **Health and Safety Legislation-** The potential for Principles to be held liable is now legislation. Director has questions around due diligence around the ease of spontaneous off site learning, under the current Health and Safety act. The Board questions what our insurance policies are, and do we have enough to cover Steven and the school? The Board is not happy for Steven to sit in that level of risk. We have acknowledged that the Health and Safety legislation has changed, which may put our Director at risk. We have discussed key aspects of this change at the board table, and will continue to do so. There is various PD available on this subject, which the incoming Board will need to attend.
- **Maori achievement-** Director has asked CLs and HB LAs to work on collating data; Looking at 3 key areas. Students who are at risk of not achieving, not attending or not engaging. This is an overall judgment. LAs then collate that information and write a plan for each student, where goals can be met. Progress can then be identified, as well as non-achievement. The director can then identify where a student is at, and what the personal goal is, and if there has been a shift to the student through the goal. Director is undertaking process to confirm that all students Nationality details are correct. This is a very positive process, and if it is a beneficial process, SLT would like to have it extended across the whole school.
- **Charter-** The Chair has questions around the larger plan of building Community in the Annual Plan, and wonders if the Board in a Governance role could support in this area. The Board questioned weather the annual plan reporting could show where we are at with the goals on the annual plan. The Deputy Directors are reporting bi-monthly which means that the board would have all goals reported on annually. ERO pointed out this afternoon that we need to be clear that what we are putting in our Annual plan is what is actually in our Charter. The Board has concerns over accepting the Charter right now, with large portions of the Charter being based on us moving back into the CBD. Due to the loss of site, this is no longer happening. Director will signal in his reporting, areas that cannot be met, and the Board will minute that. The Board will write an amendment to the Charter for the incoming Board outlining the expected variance. The Charter was written in consultation, and good faith, with what we knew at the time. The letter will outline the things that have changed between then and now, and that we are obliged to submit the Charter, and don't see any good reason to change it provided that the amendment is accepted. Motion; Karen put forward a motion to accept the draft Charter, Annual Plan, Variance report, and Budget. Seconded; Matthew. Director will put up the strategic goals and outcomes in the Charter so the Board can see them together.

Bee- insurance review
Steven- to compile a document outlining SLTs thoughts on policy

Bee- to write the skeleton variance report letter to incoming board on basecamp.
BoT- add to skeleton letter, and look at strategic goals and outcomes.
Steven- Stateggic goals and outcomes onto Basecamp.

5. Identify Agenda Items for Next Meeting

- 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.
- Child protection policy- Policy review and adopting the policy.
- Health and safety-May meeting.
- EDI funding plan for the next 3 years.

6. General Business

- **IN -COMMITTEE** 3 Items on agenda. 7.25pm- 8.40pm
- **BOT Election-** Jacinta Buist has been selected as returning officer on the 6th April 2016 for the triennial parent (five vacancies) and staff elections (one vacancy) following Jonelle Matthews resignation from this position. Jacinta's workload is very heavy right now, Jonelle will support with the administration component of the election. The Board is in Full Agreement.
- **Premerger records-** Jacinta has proposed that we approve:
 - 1 The transfer of premerger records to Crown Relocations secure store by Fri 15 April 2016 as we have no space to store these at the school campuses.
 - 2 The secure destruction of records that have reached their retention at the end of 2015. These will from the Student, Personnel, Finance, Property and Administration series and the retention were laid out in the Ministry of Education's agreement with Archives New Zealand. Records can be destroyed with the approval of the Board of Trustees and to hold on to some of these records longer has impacts under the Privacy Act. The Board is in agreement with this.
- **Deputy Directors Leave-** The position for DD was advertised internally, Pete Brailsford was appointed as DD for the 7 weeks that Duncan woods is on leave. Delegations have been handed to Pete as of the 15th April 2016. In the event that the Director is unavailable, Ian Hayes will step into his position. The Board are in full agreement that the delegations be handed to Pete Brailsford.
- **Professional Development-Moved to General from IN-COMMITTEE**
 - **ALE Conference** - Steven, Blair and Ian. This is no longer a conference they want to attend. This conference no longer meets where we are at as a school, given that we are not moving and building anytime soon.
 - **Te Wheki-** Belinda would like to attend this conference in Auckland this month. Details attached. Costs of course, flights, and accommodations are to be covered in full. The Board are very clear that if Belinda does not get elected, in the upcoming Board elections, attending this conference will still be of value to our school.. Belinda will do a write up for the newsletter, and report back to the Whanau group.

Bee- To do article for newsletter, and report to whanau group.

7. Board Communication

Three Key Messages

- **BoT elections**
- **Community agreement**
- **Presentation from students**

8. Meeting closure:

Evaluation:

Preparation for Next Meeting:

Unlimited Campus

9. Approved: