

Ao Tawhiti Unlimited Discovery

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Ao Tawhiti Unlimited Discovery Board of Trustees Meeting 16th February 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), Sarina Dickson, Bee Nicholls (Chair), Dalene Mactier.
Apologies:
Absent:
In Attendance: Jonelle Matthews (Board Secretary). Nick Harrall, Simon Hampston, Coralann Child, Kate Griffiths
Agenda: National Standards moved to March meeting. Maori success and achievement, moved to March meeting
Register of Interests: Matt Parrett declared conflict of interest around the Marketing role hours and remuneration.
Confirmation of Previous Meeting: Patrice.

Previous Meeting Action Points:

- | | |
|--|-----------------------|
| • Marketing- <i>In progress</i> - See Discussion | Steven |
| • Student Innovation fund –<i>In progress</i> - See discussion. | Patrice |
| • Student Voice working party-<i>In Progress</i> -See discussion | Patrice/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 | Bee |
| • Comms. For new build- <i>In progress</i> - Nothing to report | Bee |
| • Policy and procedures- <i>In progress</i> - Nothing to report | Steven |
| • Enrollment scheme –<i>In progress</i> -Nothing to report | Steven/Bee |
| • Maori success and achievement- <i>In progress</i> - Moved to March meeting | Bee |
| • PD for SLT and BoT/Storytelling-<i>In progress</i> - Nothing to report | Steven |
| • Community agreement- <i>In progress</i> -Nothing to report | Steven |
| • Governance Folder- <i>In Progress</i> -see General | All BoT |
| • BoT Election and Succession Planning-<i>In Progress</i> -See General | Matt |

Correspondence on Basecamp:

Taken as read.

- Education Gazette 25th Jan.

2. Presentations:

MoE presentation on CBD site, IN-COMMITTEE.

3. Monitoring Reporting

• Directors Report

National Standards and NCEA-Initial 2015 report- Moved to March

- **Finance** – Breakdown of EDI funding- Moved to March
- **Property Health and Safety**- Nothing to report

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

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

4. Discussion

- **Charter**- Chair has the amendments that were decided at November meeting to add to the Charter. Also the Annual plan and budget. This will be done and submitted by March 1st as required by the MoE.
- **Community Forum**- There will be a Community Forum Next Wednesday the 22nd at 7.30pm in the Ao Tawhiti block to give our community a chance to voice their thoughts over the site decision. The BoT will also take this time to present about the upcoming elections. Wednesday 24th 7pm. Sarina, Matt, Bee, Patrice, Dalene, and Karen will be the BoT members in attendance. Karen will invite the MoE. Dalene will organize breakoff groups for conversation. Sarina will cater the forum. Matt will organize the BoT presentation materials. Patrice and Steven will collate the student voice/questions for the MoE. Steven will communicate clearly the MoE decision to end the procurement for leased premises in the CBD, and the opportunity to attend the Forum. Steven will notify the staff and students, and then put the same announcement to the media.
- **Student Innovation Fund**-The application process that would work in conjunction with an advertising campaign, so that more students are aware of the Innovation fund. Students have an application form to fill in, it doesn't have loads of barriers, more a register of interest, with who you are, how much you want, and what you want the Innovation fund for. The second part is that the student application would meet with an Innovation Fund panel of students. The Director will support this panel, in the role of being able to direct the panel to any other options that the applicant could access, maybe through curriculum, or community funds. The Student panel role is only to approve and process applications. The students who are not successful, will be given reasons why, and possible solutions to meet their needs. The applications that are successful find people (Parents, LAs) to support them the next steps, from quotes through to purchasing. The Student trustee will report to the BoT on progress. The BoT would like for the applicants to present their outcomes, how it worked, what success they have had, what they found hard, how they could grow the fund. The BoT suggested that the fund be split over the 4 terms so that there were funds available throughout the year. The BoT would like for the panel to be established before we market it. Marketing has to cover both sites. The panel needs to consist of 6 people, with a quorum of 4.
- **Student voice working party**- Chair and student trustee have been working together to establish the Students Trustees role in hearing the students voice on where they would like to spend 20% of the Annual school donation. Last years student voice identified that the students would like trampolines immediately. Student Trustee and Director will work

Bee- get charter ready for March 1st

Patrice- Will establish a panel, and a plan for marketing. To be put onto Basecamp.

Patrice- collating student voice including visit to Discovery site.

together on establishing a list of things that the students want to spend the money on. Student Trustee will visit with the junior site to hear their voice as well.

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.
- Maori success and achievement moved to Mar discussion.

6. General Business

- **IN-COMMITTEE** 3 Items on agenda. Started 9.17pm finished at 10.15pm
- **BOT Election**- The Board elections are happening this year. The Board would like for this to happen as soon as possible, the unanimous date for elections will be the 8th April. This will enable the exiting board members a chance to support the new members in their new role. Richard McCance will also stand down as Staff Trustee, and the staff election will be held simultaneously with the parent trustee election. Jonelle Matthews is appointed as a R.O for both elections. Sarina, Karen, and Dalene will stand down this year. Bee will stand but will not take on the chair role again. P.D needs to be pre booked for new Board members. One P.D on general Board Governance, and one on how we operate as Ao Tawhiti Unlimited Discovery. There is a student who would like to stand for the Whanau Trustee. There needs to be some consultation around the process on how the Whanau Trustee position is marketed and appointed. Matt will put a plan in place around the date time framework. Then, establish communications into the right areas. The goals of the elections would be, to increase the number of voters from unlimited campus. Retain and potentially increase the voters from the Discovery campus. One of the outcomes of that would, and should be a strong selection of candidates across the school. One way of doing this would be to shoulder tap people that the Board think would be good candidates.
- **Governance folder**- Donations will be reset at \$175.00 per student, capped at 350 per family. The spend of Annual donation will be documented as 20% for Student voice spend with the remaining 80% to be spent on staffing. The Special Character and core values need updated. Everything else accepted

Matt-Election presentation.
Bee- Plan for Whanau trustee.
Steven- site announcement to staff, students community, and media.

Jonelle- To make updates to Gov folder provide new copies at March meeting

7. Board Communication

Three Key Messages

- **Student Innovation fund.**
- **BoT election**
- **Lack of Site announcement**

8. Meeting closure: 10.15

Evaluation:

Preparation for Next Meeting:

Unlimited Campus

9. Approved: