

MINUTES of the meeting of the Board of Trustees

23 May 2017 5.30pm at the Unlimited Campus

Meeting opens 1730

1. ADMINISTRATION

1.1. **Welcome** Whakataukī and waiata

1.2. **Present** Andrew Dean (Agenda item 4.0 onwards), Evan Kidd (Acting Chair), Matthew Parrett, Tim McKay, Josiah Morgan, Steven Mustor (Director)

1.3. **In attendance** Jacinta Buist (Board Secretary)

1.4. **Apologies** Andrew Dean for lateness, Suze Keys, John Schischka

1.5. **Registration of interest** - no registrations of interest declared

1.6. **Confirmation of consent agenda**

1.6.1. **Prior minutes**

- Monthly 28 March 2017 – *circulated with agenda*
- Finance 11 Apr 2017 – *circulated with agenda*
- Finance 8 May 2017 – *circulated with agenda*

1.6.2. **Correspondence** – *circulated with agenda*

1.6.3. **Student trustee report** (Josiah) – *no further update this month*

1.6.4. **Director's report** (Steven) – *x3 circulated with agenda*

1.6.5. **Finance report** (Evan) – *circulated with agenda & monthly report tabled in committee*

1.6.6. **Health & Safety report** (Kay) – *circulated with agenda*

1.6.7. **EOTC report** (Andrew) – *circulated with agenda*

MOTION Moved Chair

The consent agenda of the Board of Trustees having been circulated, be approved as true and correct.

Carried

2 PRESENTATION – *deferred to next meeting*

3 DISCUSSION80mins to 7:00

3.1 **Management of conflicts of interest** (Evan) – *moved to in committee*

The board discussed this point in committee and the Chair will make contact with the parent trustee.

3.2 **Board administration**

3.2.1 **Vacant Chair position following resignation by Suze Keys from Chair position 11 Apr 2017** (Evan)

MOTION Moved Kay Seconded Matt

Evan Kidd be appointed as Board Chair.

Carried

3.2.2 **Confirmation of vacated Deputy Chair by Evan Kidd** (Evan)

MOTION Moved Matt Seconded Kay

Tim McKay appointed as Deputy Chair.

Carried

3.2.3 **Co-opted Whānau Rep** (Evan)

No further progress has been made since the last meeting by the whānau group to put forward a trustee.

ACTION Follow up with the whānau group and emphasise in the newsletter that the board continues to see the importance of this role. - **Director**

3.2.4 Vacancy Parent Trustee on finance sub committee following resignation (Evan)

MOTION Moved Chair

Matt Parrett be appointed to the finance sub- committee.

Carried

3.2.5 Changes to ASB Bank Accounts (Evan)

MOTION Moved Chair

Update signatories for the ASB bank accounts following the resignation of chair and recommendation from the finance sub committee to have two board and two staff signatories.

- *Keep Steven Mustor (Director) and Evan Kidd (Current Board Chair)*
- *Remove Suze Keys (Ex-Board Chair)*
- *Add Matt Parrett (Parent Trustee)*
- *Add Ian Hayes (Deputy Director)*

Credit card updates following role changes.

- *Cancel Jacinta Buist and Peter Brailsford's cards.*
- *New card for Jill Legg, Finance Administrator, with a \$2,000 limit. Jill to sign the school's credit card policy.*

Carried

3.2.6 Confirm EOTC (Education Outside the Classroom) committee members following resignation of Suze Keys from Chair position (Steven)

The EOTC Committee is currently made up of the Board Chair (parent trustee), parent trustees and the two campus Deputy Directors. With the resignation of the Board Chair, there is a vacancy and uncertainty if the Board Chair needs to also be the EOTC Sub Committee Chair.

MOTION Moved Director Seconded Tim

The Chair of the EOTC sub-committee is a parent trustee.

Carried

3.3 2017 Charter – NAG 7 from triennial plan

The board discussed the consultation process they would use leading up to completion of the school charter's annual update.

ACTION Matt, Evan and Tim with other board members as available to consult with the community at the Matariki event on 16 Jun at the Discovery Campus. - **Matt**

3.4 Policy review

3.4.1 Finance and Property Management Policy (Evan) – bring up next meeting

ACTION The credit card policy requires updating. Check that financial procedures and policy reflect the Ministry of Education's Financial Information for Schools Handbook (FISH) handbook. – **Director**

3.4.2 Governance Policy (Evan) – bring up next meeting

These are available from the school's website

<https://drive.google.com/drive/folders/0B7JUJwh18Jd5UXY0bk14dHR3aGc> .

ACTION Read before the next meeting and check for inconsistencies and duplications. **Board members**

3.5 Learner progress and achievements, Curriculum – defer to next meeting

- **Review individual progress against goals & 7-10 Snapshot** (Steven) from triennial plan

3.6 Budget review (Evan) from triennial plan – defer to October

ACTION Defer to Oct and update triennial plan – **Board Secretary**

3.7 Mid-term elections and registering for this with NZSTA

The previous boards indicated the school would have mid term elections. This is where, three parent trustees go out of office in an election year and two go out of office at a mid-term election. By doing this, it allows a staggered change of trustees. As this was not actioned, the school is in a triennial cycle with the next election in May 2019. If the school was going to do mid-term elections, the next one would be in Nov 2017.

ACTION – Include election cycle as a topic for consultation with the community at the Matariki event on 16 Jun at the Discovery Campus. - **Matt**

3.8 Media release – circulated with agenda

The board discussed the Ministry of Education’s metro schools’ release which mentioned Ao Tawhiti by name and the follow up interest this had generated including future ramifications for the school.

3.9 Grant application to Mainland Foundation for Stuart Island travel (Evan) – circulated with agenda

MOTION Chair

We apply to the Mainland Foundation for transport costs for a school trip to Stewart Island in Term 3. The amount we seek is \$2,240.

Carried

4 IN COMMITTEE - PUBLIC EXCLUDED

MOTION Chair

The meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. Items to be discussed include students, personnel, finance and property.

Carried

MOTION Chair

The meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

Carried

5 BOARD COMMUNICATION

ACTION New chair, whānau trustee, matariki consulatation (charter and election cycle) - **Evan**

6 DATE OF NEXT MEETINGS 27 Jun, 15 Aug, 19 Sep, 21 Nov and 19 Dec

7 EVALUATION

ACTION Bring up once a term – Board Secretary

Meeting closed 2100

Approved

Name (Signature)

Evan Kidd

Date 27 June 2017