

## MINUTES of the meeting of the Board of Trustees

27 June 2017 5.30pm at the Unlimited Campus

Meeting opens 1515 following an earlier board sub committee meeting finishing earlier

### 1. ADMINISTRATION

1.1. **Welcome** Whakataukī and waiata

1.2. **Present** Andrew Dean, Suze Keys, Evan Kidd (Chair), Matthew Parrett, Tim McKay, Josiah Morgan, Steven Mustor (Director), John Schischka

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

1.4. **Apologies** Nil

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

1.6. **Confirmation of consent agenda**

1.6.1. **Prior minutes**

- Monthly 23 May 2017 – *attached*
- Finance 12 June 2017 - *no meeting held*

1.6.2. **Correspondence** – *attached*

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

1.6.4. **Director's report** (Steven) – *x7 attached*

1.6.5. **Finance report** (Evan) - *no meeting held*

1.6.6. **Health & Safety report** (Kay) – *attached*

1.6.7. **EOTC report** (Andrew) – *attached*

1.6.8. **Co-opted Whānau Rep** (Evan) – *no update*

**MOTION** Chair

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

**Carried**

2 **PRESENTATION** - no presentation this month

3 **DISCUSSION**

#### 3.1 2017 Charter

##### 3.1.1 Strategic Goal 4: Transition – Returning home (Chair) - *from triennial plan for Jun*

With the latest progression on the building plans, the Director has an in-committee presentation this meeting. The Charter supports the transition and the board discussed at length the need to successfully support students, families and staff. On 3 July the Director is giving a presentation to the community on the new building along with updates.

Further discussion included:

- the merits of the 5S organisation methodology of sort, straighten, scrub, standardise and sustain
- using clear, consistent and frequent communication
- ensuring that decisions are what is good for students and how they relate to the school's special character.
- regular updates in the school newsletter
- all communities have had organised opportunities in the CBD this year
- how to support others developing strategic based relationships, how to provide opportunities for these and be aware of what is going on
- access to the building and the CBD including transport and car parking
- the use of EDI funding to support the transition

**3.1.2 NAG 7 Charter consultation with community (Matt) - from triennial plan, deferred from last meeting**

The board were available at the recent Matariki celebration to consult with the community on the charter. There was no feedback on the charter however a lot of interest and favourable comments on the new building. Plans were left at the Discovery Campus and people are putting post it notes on these with comments. It was agreed that a more purposeful consultation may give more feedback.

**3.2 Policy review**

**3.4.1 Finance and Property Management Policy (Evan) – defer to a future meeting**

**3.4.2 Governance Policy (Evan) –attached**

<https://drive.google.com/drive/folders/OB7JUJwh18Jd5UXY0bk14dHR3aGc> .

**ACTION** Reorganise the Governance Policy for readability. Add an introductory paragraph at the start and move the sections around so they read better. Table with the consent agenda next meeting.

- Kay & Steven

**3.3 Learner progress and achievements, Curriculum (Steven)**

**3.3.1 Review individual progress against goals & 7-10 Snapshot – from last meeting**

This area from the triennial plan is now covered in the Director's report and with greater detail than a snapshot. The board liked that analysis can be made over time and there are action plans in place for students with evidence to support them. It involves a considered approach from staff to individually identify each student and has resulted in a more pro-active approach. Noted is that students identified at being at risk also include those not achieving to their capability or at risk of over commitment.

**3.3.2 Review mid year achievement reporting 0-13 (Steven)**

A full report was tabled with the Director's report.

**3.4 Analyse attendance data (Steven) - from triennial plan for Jun**

The Director's Report now includes attendance data. The Unlimited Campus attendance is at 87% and there has been an improvement. Attendance is still a concern and is being actively worked on.

**3.5 Vacant Parent Trustee following Suze Key's resignation (Evan)**

The board will run a by-election to fill this position to:

- enable the community to have choice
- have the ability to retain the currently vacant Whānau trustee position
- future proof for specialised co-opted trustees that may be required

**MOTION**

*Appoint Jacinta Buist as Returning Officer to run a by-election to fill the vacant parent trustee position with the following election timetable.*

*Close main roll Sun 9 Jul 2017*

*Call for nominations by Tue 11 Jul 2017*

*Close supplementary roll by Sun 23 Jul 2017*

*Nominations close Tue 25 Jul 2017*

*Voting papers sent by Sun 30 Jul 2017*

*Voting day Tue 8 Aug 2017*

*Count votes Mon 14 Aug 2017*

*Parent trustee takes office Tue 15 Aug 2017*

**Carried**

**ACTION** Advise the community. - Evan

**3.6 Mid-term elections and registering for this with NZSTA (Matt) from last meeting**

The board were available at the recent Matariki celebration to consult with the community if the school should move to mid-term elections. There was no feedback on this subject.

**3.7 Grant application to Air Rescue and Community Services (Evan) – attached**

**MOTION** Chair

*We apply to Air Rescue and Community Services for ferry transport costs for a school trip to Stewart Island in Term 3. The amount we seek is \$3,792.*

**Carried**

**3.7 Student Trustee election (Evan)**

**MOTION**

*Appoint Jacinta Buist as Returning Officer to run the annual student trustee election with the following election timetable.*

*Close main roll Wed 23 Aug 2017  
Call for nominations by Fri 25 Aug 2017  
Close supplementary roll by Wed 6 Sep 2017  
Nominations close Fri 8 Sep 2017  
Voting papers sent by Wed 13 Sep 2017  
Voting day Fri 22 Sep 2017  
Count votes Thu 28 Sep 2017  
Student trustee takes office Fri 29 Sep 2017*

**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** Elections coming up; presentation to community on property

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

**Meeting closes** 2045



**Approved**

**Name (Signature)** Evan Kidd

**Date** 15 August 2017