

## MINUTES of the meeting of the Board of Trustees

5:30 p.m. 2 July 2019 at school

First meeting following the triennial election opens 5:31pm

### 1. ADMINISTRATION

1.1. **Welcome** Whakataukī

1.2. **Present** Broke Coburn, Andrew Dean, Karen Grant, Evan Kidd (Chair), Sarah Marshall, Tim McKay, Steven Mustor (Director), Matt Parrett and Danette Wereta.

1.3. **In attendance** Jacinta Buist (Board Secretary), Kay Hayes (Outgoing staff rep until agenda item 2), and Duncan Woods (Deputy Director Y7to13 and Term 3 Acting Director until agenda item 3.4)

1.4. **Apologies** Moana Barr (who has had leave from the board for the meetings of 10 April, 21 May and 2 July 2019).

1.5. **Registration of interest** - no interests to declare

#### 1.6. Board housekeeping

##### 1.6.1. Election of the Chair

**MOTION** Moved Andrew, Seconded Matt  
*Evan Kidd be elected as Chairperson.*

Carried

##### 1.6.2. Election of the Deputy Chair

**MOTION** Moved Chair  
*Andrew Dean be elected as Deputy Chairperson.*

Carried

##### 1.6.3. Co-option of the Discovery Learning Trust trustee Tim McKay

**MOTION** Chair  
*Tim McKay, whose term ended 22 May 2019, was co-opted onto the board until 13 June 2019 to allow for continued participation in a sub-committee that Tim was involved in that had further meetings.*

Carried

##### 1.6.4. Co-option of the Discovery Learning Trust trustee

**MOTION** Chair  
*Tim McKay be co-opted onto the board as the Discovery Learning Trust trustee for three years from 14 June 2019. This will align dates with the triennial election.*

Carried

##### 1.6.5. Confirmation of the Whanau Representative trustee

**MOTION** Chair  
*Moana Barr be co-opted onto the board as the whanau representative trustee for three years from 14 June 2019. This will align dates with the triennial election. Moana's current term was due to end 9 April 2021.*

Carried

- 1.6.6. Health and safety sub-committee trustee**  
**MOTION** Chair  
*Sarah Marshall act as health and safety sub-committee trustee.* **Carried**
- 1.6.7. EOTC (Education outside the classroom) sub-committee trustee**  
**MOTION** Chair  
*Evan Kidd and Karen Grant act as EOTC sub-committee trustees.* **Carried**
- 1.6.8. Student innovation fund sub-committee trustee**  
**MOTION** Chair  
*Brooke Coburn act as student innovation fund sub-committee trustee.* **Carried**
- 1.6.9. Finance sub-committee trustees**  
**MOTION** Chair  
*Evan Kidd and Tim McKay act as finance sub-committee trustees.* **Carried**
- 1.6.10. Bank account signatories**  
 Current ASB bank account signatories are Evan Kidd, Matthew Parrett, Steven Mustor and Ian Hayes. Jill Legg, the Finance Administrator has online access only.  
**MOTION** Chair
- *Retain Evan Kidd, Steven Mustor and Ian Hayes as signatories.*
  - *Remove Matt Parrett as a signatory.*
  - *Add Tim McKay as a signatory.*
- Carried**
- Steven Mustor will be on sabbatical leave in Term 3 2019. During this time (22 July to 27 September 2019), Duncan Woods will be Acting Director.  
**MOTION** Chair seconded Tim
- *Retain Steven Mustor as a signatory while on sabbatical leave.*
  - *Add Duncan Woods as a signatory from 22 July to 27 September 2019.*
- Carried**
- 1.6.11. Trustee professional development**  
 The board is a member of NZSTA (New Zealand Schools' Trustees Association). The association offers both online training and workshops. Trustees are encouraged to sign up and log on at <https://www.nzsta.org.nz/>. At any time, trustees can suggest areas the board may need developing.
- 1.6.12. Signing of the codes of conduct - trustees** - *circulated with the agenda and signed at the meeting*
- 1.6.13. Governance manual - updated with new trustees** - *circulated with the agenda*
- 1.6.14. Information for new trustees** – *circulated with the agenda*
- 1.7. Confirmation of the consent agenda**
- 1.7.1. Previous minutes 21 May 2019** – *circulated with the agenda*
- 1.7.2. Correspondence** – *circulated with the agenda*
- 1.7.3. Finance report** – *circulated with the in-committee agenda*  
 The report does not reflect the actual state of the finances as the new fit out purchases have yet to be added to the fixed asset register. There is also some mis-coding between the new building fit out and the fire insurance which needs tidying up. Once these

inconsistencies have been considered the school is tracking against the budget and there is cash in the bank to cover outgoings. The 2018 banking staffing overspend was budgeted for and deducted from the July 2019 operations grant. There will be an overspend in 2019 to be budgeted for in 2020.

**1.7.4. Health and safety report** (Staff Trustee) – *circulated with the agenda*

**1.7.5. Student trustee report** (Brooke) - *verbal report*

There has been more interest in the student innovation fund this term with many applications asking for technology which will remain the property of the school.

**1.7.6. EOTC trips** – *circulated with the agenda*

**1.7.7. Director's report** (Steven) – *x4 circulated with the agenda*

The Director thanked the staff for their support around the transition to the new building. The roll growth plan and status were elaborated on by the Director and Chair. The Director suggested the board discuss at a future point the Deputy Director's student reporting data.

**1.7.8. Board triennial elections declaration of results** – *circulated with the agenda*

**1.7.9. Strike 29 May 2019**

The Director and Chair agreed the school would stay open for supervision.

**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 meeting*

**3. DISCUSSION**

**3.1. Policy Review** – *defer to future meetings*

**3.2. Antipodeans Expedition April 2021** (Duncan Woods) - *x9 circulated with the agenda*

The board are supportive of investigating this opportunity further for students although it is a high risk EOTC event.

**ACTION** Explore this further with the Antipodean organisation and students. - **Duncan**

**3.3. Drama camp** (*Drama students, Learning Advisors Emily Mowbray & Kirsty McMillian*) - *x5 circulated with the agenda*

The drama camp project is seeking financial support from the board and the board is keen to support the twelve students who have also been fundraising at school. The students are unable to access curriculum or student innovation fund funding to support the camp.

**MOTION** Chair

- Approve a \$600 grant to kick start the drama camp fundraising conditional on:
  - LA's and students involved in this camp report the fundraising status to the board for their 13 August meeting.
  - As part of the grant, the students provide learning opportunities for other students with a PINs workshop as soon as possible plus hold a lunchtime performance.

- The drama camp also explore other fundraising opportunities including external grants.  
(<https://www.dia.govt.nz/DIA/CurrLice.nsf/CANLIST!OpenView&Start=1&Count=30&Expand=2#2>) and building relationships with businesses close to the school.

**Carried**

**3.4. After-hours facilities usage – defer to the next meeting**

**4. IN COMMITTEE - PUBLIC EXCLUDED**

**MOTION** Chair

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

**Carried**

**5. BOARD COMMUNICATION**

**6. 2019 MEETING DATES (Tuesdays 5:30pm)**

Term 3: Week 4 - 13 August and Week 10 - 24 September

Term 4: Week 4 - 5 November and Week 10 - 10 December

**Meeting closed 8:20pm**



**Approved**

**Name** Evan Kidd

**Date** 13 August 2019