



MINUTES of the meeting of the Board of Trustees

15 August 2017 5.30pm at the Unlimited Campus

Meeting opens 1733

1. ADMINISTRATION

- 1.1. **Welcome** Whakataukī and waiata
- 1.2. **Introduction of new Parent Trustee** - Karen Grant
- 1.3. **Present** Andrew Dean (from 1750 agenda item 1.7), Karen Grant, Kay Hayes (departs 2000, part way through agenda item 4), Evan Kidd (Chair), Matthew Parrett, Tim McKay (departs 2012, part way through agenda item 4), Steven Mustor (Director), John Schischka
- 1.4. **In attendance** Jacinta Buist (Board Secretary)
- 1.5. **Apologies** Josiah Morgan
- 1.6. **Registration of interest**
- 1.7. **Confirmation of consent agenda**
 - 1.7.1. **Prior minutes**
 - Monthly 27 Jun 2017 – *circulated with agenda*
 - Finance 3 Jul 2017 – No meeting
 - 1.7.2. **Correspondence** – *circulated with agenda*
 - 1.7.3. **Finance report** (Evan) - *circulated with agenda and further information tabled in-committee*
 - 1.7.4. **Health & Safety report** (Kay) – x 2 *circulated with agenda*
 - 1.7.5. **Co-opted Whānau Rep** (Evan) – No update
 - 1.7.6. **Governance Policy update** (Kay & Steven) – No update
 - 1.7.7. **Parent Trustee by-election report** (Evan) - *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 - No presentation this meeting

3 DISCUSSION

3.1 Student trustee report (Josiah) – *circulated with agenda*

3.2 EOTC report (Andrew)

The committee has signed off several awesome trips. The board representative currently doesn't see all information that people fill in and this is being adjusted. Confirmed at this meeting that approving of trips is within the EOTC sub-committee board representative's delegation.

3.3 Director's report (Steven) – x5 *circulated with agenda*

The board discussed at length the achievement data. The national standard data is very good however the NCEA data is very concerning. The Director is working with staff to improve this including a curriculum review which is underway that may identify additional resourcing required.

There is a huge amount of interest in the tours at both campuses and families attending come away with a great understanding of the special character of the school following attendance on these. The roll is growing and it is expected to meet the cap of 510 for the start of next year. A waiting list is in place for registrations of interest.

3.4 2017 Charter - begin charter consultation

The current charter has had very positive comments from the community and may only need minor changes.

How the board is going to engage with the community was brainstormed. Past consultations have been a combination of low attended meetings and online surveys that generated more uptake. A future idea is to

include personally contacting a randomly generated sample group with a list of questions.

Potential questions could include:

- Do you think the charter needs changing?
- Our strategic charter is a reflection of our community, what elements of the charter do you like that reflect the type of community within the school?
- What actions can we take to improve?
- What is the aim of the charter?
- How could the board expand the 2018 area of the charter?
- What is the reality how do you feel about culture/ transitions/ returning home?

ACTION Bring up next agenda to finalise consultation and potential questions – **Board Secretary**

ACTION As preparation, each board member discuss with five community members (including students) the charter and potential questions to consult on then add these to the online document in preparation for the next meeting. – **All board members**

3.5 NAG 2 (Steven) – *from Triennial plan* – defer to next meeting

3.6 Policy review (Evan) – no policies to review this meeting

3.7 Meet with staff (Evan/Steven)

3.7.1 After a Monday staff meeting

This is an opportunity for the board to have informal conversations with staff.

ACTION Set date, invite staff and provide catering – **Chair and Director**

3.7.2 Staff year end function

The board agreed to an end-of-year function/gifts on the last day of school, Wed 13 Dec 2017.

MOTION Moved Chair

Board approves a budget of up to \$1,500 for an end-of-year function/gifts which includes all staff and board.

Carried

ACTION Book venue and organise – **Board Secretary & Staff Rep**

3.7 Confirm enrolments (Steven) – *from Triennial plan and covered in Director's report*

3.8 Basecamp (Evan/Steven)

At the time of the merger there were weekly board meetings with a huge amount of documents and constant communication required. Basecamp was of considerable usage during that time however the board is now using it to a lesser extent and had a discussion around the benefits versus cost.

MOTION Moved Chair

Move to using google docs for board communication and shut down basecamp following project downloads for archiver purposes.

Carried

ACTION Download projects – **Board Secretary, Director and Chair**

3.10 Safety checks (Kay)

Police vetting is part of the school's safety checking of staff and volunteers. NZ Police started charging organisations that do not have charitable status \$8.50 + GST for each vet on 1 July 2017 to recover their costs associated with this service. The Health and Safety report raised oncharging the cost of police vetting non-staff. The board noted this may cause be a hardship for some families.

MOTION Moved Chair

Oncharge non-staff the costs of police vetting.

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

4 BOARD COMMUNICATION

- 1 Safety checks, recoupment of police vetting charges
- 2 Full 2018 roll and wait list operating
- 3 Charter consultation

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

Meeting closes 2045



