

MINUTES of the meeting of the Board of Trustees

15 May 2018 5.30pm at the Unlimited Campus

Meeting opens 1730

1. ADMINISTRATION

- 1.1. **Welcome** Whakataukī
- 1.2. **Present** Moana Barr, Andrew Dean, Karen Grant, Evan Kidd (Chair), Oliver Kidd, Tim McKay, Steven Mustor (Director), Matthew Parrett, John Schischka.
- 1.3. **In attendance** Jacinta Buist (Board Secretary)
- 1.4. **Apologies** Kay Hayes
- 1.5. **Registration of interest**
- 1.6. **Confirmation of consent agenda**
 - 1.6.1. **Prior minutes** 10 April - *attached*
 - 1.6.2. **Correspondence** - *attached*
 - 1.6.3. **Finance report** (Evan) - *verbal*
The budget is tracking where it is expected to be for the first quarter of the year with no surprises. It is pleasing to see that a large amount of the curriculum budgets are being spent during this quarter and the Senior Leadership Team are monitoring these budgets. The school has invoiced the Ministry of Education for fittings for the new build. Further items will be discussed in-committee.
 - 1.6.4. **Health & safety report** (Kay) - *attached*
 - 1.6.5. **EOTC report** (Andrew) - *attached & noted Andrew is currently unable to access EOTC sheet*
 - 1.6.6. **Student trustee report** (Oliver) - *verbal*
Since the last meeting some innovation fund requests have been approved.
 - 1.6.7. **Director's report** (Steven) – *attached at this link*
<https://docs.google.com/document/d/1A8KJN8WqY64sQA21VAY9XRSGSR22T79GmEqo5mktRJo/edit?usp=sharing>

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 Policy review

The Director will put a link to the policies up for review in the newsletter. Following consultation the final versions will be presented at the next board meeting for approval.

3.2 Education Review Office (ERO) review 25 Jun 2018 (Term 2, Week 9)

This review will be the first full review since Discovery 1 and Unlimited Paenga Tawhiti merged. The board is looking forward to the opportunity of a review and meeting with ERO during the review process. The first deadline is 11 June where the school will provide background information to ERO. It was noted that boards can have a 'friend of the school' work with the reviewers during the review. The Director will contact the board with more information as this becomes available.

3.3 Approval for teacher only day Fri 6 July 2018

MOTION Moved Chair

Approve a teacher only day on the last day of term, Friday 6 July 2018, for staff to take part in the 'wellbeing

and student education' professional development being run with the school's cluster group.

Carried

3.4 Set student trustee election day and appoint returning officer

MOTION Moved Chair

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

Close main roll Wed 8 Aug 2018

Call for nominations by Wed 15 Aug 2018

Close supplementary roll by Wed 29 Aug 2018

Nominations close Fri 31 Aug 2018

Voting papers sent by Wed 5 Sep 2018

Voting day Fri 14 Sep 2018

Count votes Thu 20 Sep 2018

Student trustee takes office Fri 21 Sep 2018

Carried

3.5 Staff year end function - Fri 14 Dec 2018 - Ideas on venue & gifts and budget – defer to next meeting

3.6 Grant application to Mainland Foundation (Evan) - attached

MOTION Moved Chair

We apply to the Mainland Foundation for the costs of jackets for our students' sports uniforms. The amount we seek is approximately \$1,500 with a quote (to come) being the exact amount.

Carried

3.7 Education Summit feedback from Director

The Minister of Education is seeking broad engagement on the future of the education system in New Zealand. Two summits were held in Auckland and Christchurch with the opportunity for anyone to do an online submission. The director along with two senior students attended.

3.8 Open nights

Two open nights are being held this month, Mon 14 and Tue 29 May. Attendance at these is comparable with previous years. A full analysis will be done on future enrolments to see how many of those enrol after attending open night enrol as there is a strong feeling that the school tours are more valuable.

4 IN COMMITTEE - PUBLIC EXCLUDED

MOTION Moved 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 Moved 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

Policy consultation, ERO review coming up, Teacher only day on 6 July 2018

6 DATES OF NEXT MEETING 19 Jun, 14 Aug, 25 Sep, 30 Oct, 11 Dec

[Finance 5:00pm 11 Jun, 23 Jul 13 Aug, 10 Sep, 15 Oct, 12 Nov, 10 Dec]

[H&S - tbc] & [EOTC – tbc]

Meeting closes 1856

Approved



Name



Date