



## MINUTES of the meeting of the Board of Trustees 5:30 pm 19 June 2018 at the Unlimited Campus

Meeting opens 5:30 pm

### 1. ADMINISTRATION

1.1. **Welcome** Whakataukī

1.2. **Present** Andrew Dean, Karen Grant, Kay Hayes, Evan Kidd (Board Chair), Tim McKay, Steven Mustor (Director), Matthew Parrett.

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

1.4. **Apologies** Moana Barr, John Schischka.

1.5. **Registration of interest** No conflict of interests declared.

1.6. **Confirmation of the consent agenda**

1.6.1. **Prior minutes** 15 May 2018 - *circulated with agenda*

1.6.2. **Correspondence** - *circulated with agenda*

1.6.3. **Finance report** (Evan) - *verbal*

Our year-to-date is tracking where it is expected to be. The school received the first payment of the furniture and equipment grant for the new build and there is a plan in place to manage this sum so that it is available when making purchases. The 2017 audited annual report is now on the website. Further items will be discussed in-committee.

1.6.4. **Health and safety report** (Kay) - *circulated with agenda*

1.6.5. **Student trustee report** (Oliver) - *verbal*

The student innovation fund contributed \$500 towards a Year 13 student attending an outward bound course.

1.6.6. **EOTC report** - *circulated with agenda*

The Tekapo astronomy camp (25 to 27 Jun 2018) has approximately 80 students attending and the board is waiting on further information before approving. Andrew noted again this meeting that he did not have access to the EOTC documentation.

1.6.7. Andrew has also received an invitation from Lego about an international competition and cultural exchange in Beijing.

1.6.8. **Director's report** (Steven) - *x 9 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.

**ACTION** Invite the two students who won the International Young Reporters on the Environment Award plus the two deputy directors attending the conference to present at the next meeting. – **Staff Rep and Director**

3. **DISCUSSION**

3.1. **Policy Review**

The newsletter asked for community feedback on policies being reviewed. No responses were entered in the online form and the link will be included again in the next newsletter. The board agreed if no feedback is received then a different approach to consultation will be made.

**ACTIONS**

- Remove the two duplicated policies which have come through from the pre-merger schools. - **Director**
- Next meeting discuss the principal delegation policy including the discrepancy around appointing teacher aides and cleaners. – **Chair**
- Staff will be asked for feedback on the gift policy including if the \$50 value is too low and could be increased to \$100 for the next meeting. - **Staff Rep**
- NZEI and PPTA will be asked to review the timetabling policy for the next meeting. - **Director**

3.2. **ERO (Education Review Office) Review 25 June 2018**

This is the first full review of the merged school and the board is looking forward to this opportunity. The Director outlined areas where it was felt the school could make improvements. There are two clashes for staff during the review period - astronomy camp and NZEI paid union meeting. ERO will initially meet with the board prior to the review and then again directly after.

3.3. **Staff end-of-year function Fri 14 December 2018**

The board were in agreement that the end-of-year function last year was successful at the venue directly opposite the new school and the same venue would be suitable for this year.

**MOTION** Moved Chair

The board approves a budget of up to \$1,500 for an end-of-year function/gifts which includes all staff and board on the last day of school. **Carried**

**ACTION** Book venue and explore gift ideas. - **Board Secretary and Andrew Dean**

3.4. **Letter from PPTA branch - car parking at CBD site**

The board was asked by the PPTA to state their position on parking as no parking is provided with the new school. Under the staff collective agreements, there is no obligation to provide parking and the board would actually not be allowed to pay for parking without concurrence (approval) from the Ministry of Education. It would also not be an appropriate use of the operations grant. Discussion was had on what had been done at the pre-merger schools and how useful the one hour free parking in the CBD had been for families. The new school will have a drop off zone available for start and end of day.

It was agreed that part of the future Project Manager's tasks, would be to explore parking options for staff and families that did not involve board funding.

**ACTION** Respond to the PPTA letter copying in the NZEI branch. - **Chair**

**3.5 Board staff meet and great – Friday 29 June at 5:00pm in P12 and kitchen**

The board are looking forward to catching up with staff before the celebration of learning on this day.

**ACTION** Organise catering and set up. – **Staff Rep & Board Secretary.**

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

**Carried**

**5. BOARD COMMUNICATION**

- The board have been invited for a walk through of the new site in August.
- The process of hiring a project manager is nearly completed and part of their role will be consulting how the money will be spent on the fit out.
- The innovation fund has supported a Year13 student on an outward bound course.

**Meeting closes 7:45pm**

**DATES OF NEXT MEETING** 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]

 14/6/15

Approved

Name

Date

