

MINUTES of the meeting of the Board of Trustees

5:30 p.m. 25 September 2018 at the Unlimited Campus

Meeting opens 5:27 pm

1. ADMINISTRATION

- 1.1. **Welcome** Whakataukī - New student trustee Brooke Coburn (took office Fri 21 Sep 2018)
- 1.2. **Present** Moana Barr, Brooke Coburn, Andrew Dean, Karen Grant, Kay Hayes, Evan Kidd (Chair), Tim McKay, Steven Mustor (Director), John Schischka.
- 1.3. **In attendance** Kye Chung, Ben England, George Henderson-Walshe, Oscar Henderson Walshe (students); Oliver Kidd (outgoing student trustee); Miriam Denney (until agenda item 2.1), Gina Harrison (until agenda item 2.2), Robert Miceli, Niki Stephenson; Jacinta Buist (Board Secretary).
- 1.4. **Apologies** Matthew Parrett
- 1.5. **Registration of interest** No registrations of interest
- 1.6. **Confirmation of the consent agenda**
 - 1.6.1. **Prior minutes** 14 August 2018 – *circulated with agenda*
 - 1.6.2. **Correspondence** – *circulated with agenda*
 - 1.6.3. **Finance report** (Evan) - *tabled in-committee*
The budget is tracking where expected. Furniture and fittings funding has been received for the new build and the school is waiting on EDI funding.
 - 1.6.4. **Health and safety report** (Kay) - *tabled in committee*
 - 1.6.5. **Student trustee report** (Brooke Coburn & Oliver Kidd)
Student innovation fund applications have been approved for model trains, 3-D printing, support to go to a national's competition for a dance group, voltage electro technology and a self-defence course for fifteen girls. There is interest in more liaison with the junior campus.
 - 1.6.6. **EOTC report** – *circulated with agenda*
 - 1.6.7. **Director's report** (Steven) x 5 *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

- 2.1. **Wellbeing - student survey results** (Niki, Gina, Miriam, Robert) – *x6 tabled at meeting*
The wellbeing committee presented the results of the staff and student survey plus a report on the progress to date which included future directions and a future budget for the board to consider. There is also work proceeding on a strategic goal for possible inclusion in next year's annual plan. Noted there was one minor gender error in the Year 9-13 survey analysis.
- 2.2. **Directions and staffing 2019** (Director)
One year ago, there was discussion at the meeting about transition into CBD. Since Term 1 this year a lot of professional development has been in progress including consultation with students, staff, families and alumni. Well-being has been worked on alongside this.

The Director signaled that at some stage soon his work will shift to beyond the transition.

Our current roll is approximately 475 students, in 2019 this will be 560 and in 2020 will be 610. The board has made a conscious decision to overstaff the school following the merger and covering the transition into the CBD. It is expected staffing will be reviewed again towards the end of next year.

The director shared three areas the leadership group are working on currently for next year.

- **Coaching**
Next year, 1 to 1's will be staffed from Years 1 to 13. This will come at a financial cost, however, it is important to start learning conversations from Year 1. It has been shown that the students who have regular 1 to 1's are the students who tend to succeed. There is some early exploration around senior students attending 1 to 1s and IEMs with the junior students.
- **Curriculum**
The Deputy Directors have been working with staff and students on the 2019 curriculum which will be finalised in term 4.
 - What will this look like?
 - Which curriculum areas are the school offering or not offering?
 - Is the curriculum offered what students want?
 - How can students grow to learn their own curriculum?
- **Culture**
Māori and Pacific failing students are not doing well in the senior levels of the school and what has been put in place using Ministry of Education funded frameworks are not helping. The leadership team is exploring how this could be done better.
The guiding principles and core values are key to our special culture. Further work is in progress on how to ensure students know these are important and how to live these principles and values.

3. DISCUSSION

3.1. Policy Review

3.1.1. Gifts and Gifts for Staff Policy (Director) - *from last meeting*

These policies were discussed at a staff meeting which raised awareness of them. Overall, staff had no preference to the value for declaring gifts.

MOTION Moved Chair

Change the value for declaring gifts in the policy from \$50 to \$100

Carried

3.1.2. Timetabling (Director) – *moved to in committee*

3.1.3. Health and Safety Review (Director) - *defer to next meeting*

3.2. Office of the Auditor General auditor appointment (Director) – *x1 circulated with the agenda and x1 tabled at the meeting*

Our auditor John Hooper is not available for our 2018 to 2020 audits. The Office of the Auditor General has run a tender process and appointed Michael Lee of Crowe Horwath as our auditor and set the audit fees for this period.

MOTION Moved Chair

The board appoints Michael Lee as the school's auditor and signs the audit fee proposal documentation.

Carried

3.3. Funding application Mainland Foundation (Chair) - *x2 circulated with the agenda*

A junior campus student, with the support of her family, has investigated the costs associated with sports jackets for the school's sports teams. They have prepared a funding application which requires a board resolution.

MOTION Moved Chair

The Board apply to the Mainland Foundation for the cost of eighty sports jackets for our students' sports uniforms. The amount we seek is \$6,010. **Carried**

Andrew voted against the motion as the funding source is from gambling.

3.4. Results of student trustee election (Chair) – circulated with the agenda

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**

Meeting closed 8:00pm

5. BOARD COMMUNICATION

- Thank you, Oliver Kidd, for work as student trustee and welcome to Brooke Coburn.
- Thank you to students who put themselves forward as candidates and those who took part in the voting.
- Wellbeing presentation
- Director's presentation

6. DATES OF NEXT MEETING 30 Oct and 11 Dec. [Finance 5:00pm 5 Oct, 12 Nov, 10 Dec] [H&S - tbc] & [EOTC – tbc]



Approved

Name **Evan Kidd**

Date **30 October 2018**