

**MINUTES of the meeting of the Board of Trustees
5:30 p.m. 18 December [was scheduled 11 December] 2018
at the Unlimited Campus**

Meeting opens 5:30pm

1. ADMINISTRATION

- 1.1. **Welcome** Whakataukī
- 1.2. **Present** Andrew Dean, Karen Grant, Kay Hayes, Evan Kidd (Chair), Tim McKay, Steven Mustor, Matthew Parrett, John Schischka
- 1.3. **In attendance** Nil
- 1.4. **Apologies** Moana Barr, Brooke Coburn
- 1.5. **Registration of interest** No registrations of interest were declared
- 1.6. **Confirmation of the consent agenda**
 - 1.6.1. **Prior minutes** 30 October 2018 - *attached*
 - 1.6.2. **Correspondence** - *attached*
 - 1.6.3. **Finance report** (Evan) - verbal
Finances are tracking against budget as expected.
 - 1.6.4. **Health and safety report** (Kay) - no report this meeting
 - 1.6.5. **Student trustee report** (Brooke) - no report this meeting
 - 1.6.6. **EOTC report** - *attached*
 - 1.6.7. **Director's report** (Steven) - *attached*

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** - *No policies reviewed this meeting*
- 3.2. **Set 2019 board triennial election date and appointment of returning officer** (Chair) - *x2 attached*

MOTION Moved Chair

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

Select Returning Officer by Wednesday 1 May 2019

Close Main Roll Wednesday 8 May 2019

Call for Nominations by Friday 10 May 2019

Close Supplementary Roll Wednesday 22 May 2019

Nomination Close Friday 24 May 2019

Voting Papers Sent by Wednesday 29 May 2019

Election Day Friday 7 June 2019

Count Votes Thursday 13 June 2019

Board Takes Office Friday 14 June 2019

Carried

3.3 **Governance records** - deferred from last meeting – *attached*
MOTION Moved Chair
Approve and accept all recommendations in the report.

Carried

3.4 **Marketing plan for city school** - *defer to next meeting*

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** - *defer to next meeting*

6. **2019 MEETING DATES (Tuesdays 5:30pm)** confirmed by Chair & Director

Term 1 : Week 4 - 26 February and Week 10 - 9 April

Term 2: Week 4 - 21 May and Week 10 - 2 July

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

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

Meeting closes 8:00pm

Approved

Name **Evan Kidd**

Date **26 Feb 2019**

