

MINUTES of the meeting of the Board of Trustees

5:30 p.m. 26 February 2019 at the Unlimited Campus

Meeting opens 5:30 pm

1. ADMINISTRATION

1.1. **Welcome** Whakataukī

1.2. **Present** Moana Barr, Andrew Dean, Karen Grant, Kay Hayes, Evan Kidd (Chair), Tim McKay, Steven Mustor (Director) and John Schischka.

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

1.4. **Apologies** Brooke Coburn and Matt Parrett.

1.5. **Registration of interest** – no declarations of interest

1.6. **Election of chair** (*was item 1.5.1 on agenda*)

MOTION Moved Andrew, Seconded John

The board elects Evan Kidd as Chair.

Carried

1.7. **Confirmation of sub committees** (*was item 1.5.2 on agenda*)

MOTION Moved Chair

The board confirms the make-up of the following sub committees.

- **Disciplinary** - a minimum of any three board members, excluding the Director (Principal).
- **Finance** – Evan Kidd, Kay Hayes, Tim McKay and the Director (Principal).
- **Policy review** - a minimum of any three board members.
- **EOTC (Education outside the classroom)** – Board Chair and two Deputy Directors.
- **Health and safety** – Kay Hayes, two Deputy Directors, a staff member and Property Manager.
- **Property** - full board as required, review in Term 2 2019 if required once in the new building.
- **Student Innovation fund** - student trustee and staff trustee (or staff delegate).

Carried

1.8. **Confirmation of delegations** (*was item 1.5.2 on agenda*)

MOTION Moved Chair

The board confirms the Director (Principal) may appoint, after a discussion with the board chair, a Deputy Director to be Acting Director (Principal) in the absence of the Director from school for one whole day or more; and that, in particular, the Acting Director be delegated the powers of the Director (Principal) pursuant to Section 14 of the Education Act 1989 and the rules promulgated regarding this section of the Act.

Carried

1.9. **Confirmation of the consent agenda** (*was item 1.6 on agenda*)

1.9.1. **Prior minutes** 11 December 2019 - *circulated with the agenda*

1.9.2. **Correspondence** - *circulated with the agenda*

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

The first finance meeting for 2019 is scheduled after this board meeting however the detailed Xero report for January is tabled in-committee. Apart from property related transactions, the January expenditure looks comparable to previous years but this is not able to be tracked

against the budget as the budget has not been entered in Xero. With a banking staffing debt to carry over from last year, the furniture and equipment grant for the new build plus education development funding this will not be a 'normal' financial year. It is anticipated that the furniture and equipment grant will cover the needs moving into the new building.

- 1.9.4. **Health and safety report** (Kay) - *no report this meeting*
- 1.9.5. **Student trustee report** (Brooke) - *no report this meeting*
- 1.9.6. **EOTC report** - *attached*
- 1.9.7. **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 to review this meeting*

3.2. Transition to the new building and teacher only days – Steven

Following a meeting today, the Ministry of Education and Director confirmed the following dates to the board.

- Fri 26 Apr (last day of school holidays) – site blessing of new building
- Mon 29 Apr (first day of Term 1) – handover and the shift begins. Note Level 4 will not be blocked off while work on this continues.
- Date tbc following completion of level 4 – formal community opening
- Date tbc following completion of level 4 – formal ministerial opening

The board discussed the logistics of moving in, embedding staff, resources and systems prior to students starting.

MOTION Moved Chair

- The first three days of Week 1 Term 2 (Mon 29 Apr, Tue 30 Apr, Wed 1 May) are teacher only days. The school will be closed for tuition.
- IEM (Individual Education Meeting) days for families are the following two days in Week 1 Term 2 (Thu 2 May and Fri 3 May). Families will have the opportunity to tour the school when they come in for their IEMs.
- Full classes resume Week 2 of Term 2.

Carried

ACTION Liaise with the Ministry and Minister of Education to confirm the school's 2019 end date - **Steven**

3.3. Education Conversation | Kōrero Mātauranga. - *defer to next meeting*

ACTION Read information on the website <https://conversation.education.govt.nz/> prior to next meeting's discussion. – **all board members**

4. IN COMMITTEE - PUBLIC EXCLUDED

MOTION Moved Chair

The meeting moves 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

- Property update
- Teacher only and IEM days
- Board elections

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

Term 1 : Week 5 - 26 February and Week 11 - 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 7:35 pm

Approved



Name Evan Kidd

Date 9 April 2019