

## MINUTES of the meeting of the Board of Trustees

5:30 p.m. 13 August 2019 at school

Meeting opens 5:35pm

### 1. ADMINISTRATION

- 1.1. **Welcome** Whakataukī
- 1.2. **Present** Moana Barr, Brooke Coburn, Andrew Dean, Karen Grant, Evan Kidd (Chair), Matthew Parrett, Sarah Marshall, Duncan Woods (Acting Director).
- 1.3. **In attendances** Jacinta Buist (Board Secretary), Ethan Rowbotham (Student Presenter) for agenda items 1 and 2.
- 1.4. **Apologies** Tim McKay, Danette Wereta.
- 1.5. **Registration of interest** No registrations to declare.

#### 1.6. Confirmation of the consent agenda

- 1.6.1. **Previous minutes** 2 Jul 2019 – *circulated with the agenda.*
- 1.6.2. **Correspondence** – *circulated with the agenda.*
- 1.6.3. **Finance report** (Chair) – *verbal report*

There was a finance meeting yesterday and a report was generated for this. The accounts and monthly report are not accurately reflecting the school's position as equipment and furniture have not been capitalised in the balance sheet. Education Development Initiative (EDI) and property funding from the Ministry of Education is also to be paid with the final sums under negotiation.

If these points are considered the accounts are where the school would expect to be at this time of the year with the income and bank balances tracking as expected. Curriculum expenditure is higher at this point of the year than previous years and this is pleasing to see as it is being spent with a purpose.

- 1.6.4. **Health and safety report** (Staff Trustee) - *moved to in-committee*
- 1.6.5. **Student trustee report** (Brooke) - *verbal report*

There has been a lot of interest in the fund following recent publicity and there are five meetings coming up. Applications approved include a train interest top up plus building a skate board rack for the entrance by some students. It has been suggested that one enquiry may be better to present to the board. The Chair has spoken to some students about the fund and clarified how the processes behind it work.

- 1.6.6. **EOTC trips** – *circulated with the agenda.*
- 1.6.7. **Director's report** (Acting Director)—*x5 circulated with the agenda*

The Acting Director spoke to the report and additional information or questions from the board included.

- Curriculum 2025 and beyond  
The senior leadership team have begun to introduce this in staff meetings and this has been driven by upcoming changes to the qualification framework which will be fully rolled out in 2025. Our current Year 4 and 8 students will be the first cohort affected. For junior students there will be changes to literacy and numeracy and for the senior students 50% of credits will need to be achieved by exams. Currently some of our

students are able to achieve all their credits with no exams.

- **Managing National Assessment (MNA) review**  
NZQA have just finished their MNA review of the school. The verbal report was favourable and it is expected there will be areas the school can continually improve on.
- **Behaviour management**  
The school has a high level of very well-behaved students focused on their learning with only a small percentage requiring further support and the board reviewed resourcing available. The board feels confident that an enormous effort is put in and steps taken to keep students not behaving as well as they could at school and learning. This is balanced against safety concerns for themselves and others.

**MOTION** Moved Chair

*The consent agenda of the Board of Trustees having been circulated, be approved as true and correct.*

**Carried**

## **2. PRESENTATION**

AV funding request – Student leader of theatre technology and audio visual, Ethan Rowbotham (Y10)  
*- tabled at the meeting and circulated with the minutes*

Ethan gave a passionate and detailed presentation requesting money from the board to purchase equipment to support:

- Regular student performances including the weekly performances, celebrations of learning, drama and music performances. These are both on site and in the community.
- Training of a 'tech team' to an industry standard which can support the school and also offer their services to the wider community

A board member working in the field questioned Ethan on the equipment choices and Ethan talked with knowledge and well researched responses.

**ACTION** The Acting Director, Learning Advisor in charge of music and Ethan meet to see what equipment could be purchased in stages this year and next, supplementing where there are gaps in the current equipment the school has. Investigate purchasing cases to make current equipment portable plus explore the possibility of grants. - **Duncan**

Ethan thanked the board for the opportunity to present and the board thanked Ethan for a well-researched and excellent presentation noting they want to support Ethan in this area and expand it for him.

## **3. DISCUSSION**

### **3.1. Policy Review – defer to next meeting**

**ACTION** Update the policy review schedule for next meeting. - **Chair**

### **3.2. Drama camp fundraising update - x2 circulated with the agenda**

Following last meeting, the drama camp provided an update on their fundraising. To date they have fundraised \$2,930 and the board funded last meeting \$600 giving a total of \$3,530 towards their goal.

### **3.3. After hours facilities usage**

There is strong Interest from within and outside of the school community to use the school building outside school hours. The board recognizes the synergies and opportunities opening up the building could bring however further exploration is required to see if this is possible. There are huge risks including insurance coverage, security. resourcing to cover this and the priority of maintaining the environment to continually run the school without any disruption.

**ACTION** Working group research this and present to the next meeting. Check also school staff access out of hours. – **Andrew, Brooke, Matt and Moana,**

**3.4 Student Trustee election**

**MOTION** Moved Chair

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

*Select Returning Officer by Wed 31 JUL 2019  
Close main roll Wed 7 Aug 2018  
Call for nominations by Fri 9 Aug 2019  
Close supplementary roll by Wed 21Aug 2019  
Nominations close noon Fri 23 Aug 2019  
Voting papers sent by Wed 28 Aug 2019  
Voting day (closes noon) Fri 6 Sep 2019  
Count votes Thu 12 Sep 2019  
Student trustee takes office Fri 13 Sep 2019*

**Carried**

**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**

**6. 2019 MEETING DATES (Tuesdays 5:30pm)**

Term 3: Week 4 - Week 10 - 24 September

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

**Meeting closes 8:20pm**

Approved



Name **Evan Kidd**

Date **24/09/2019**