

MINUTES of the meeting of the Board of Trustees

5:30 pm 24 September 2019 at school

Meeting opens 5:30pm

1. ADMINISTRATION

- 1.1. **Welcome** Whakataukī
- 1.2. **Present** Moana Barr, Andrew Dean, Karen Grant, Evan Kidd (Chair), Matthew Parrett, Tim McKay, Danette Wereta, Duncan Woods (Acting Director).
- 1.3. **In attendance** Jacinta Buist (Board Secretary).
- 1.4. **Apologies** Sarah Marshall, Oscar Henderson-Walshe.
- 1.5. **Registration of interest** No interests declared.

- 1.6. **Confirmation of the consent agenda**
 - 1.6.1. **Previous minutes** 13 August 2019 – *circulated with the agenda*
 - 1.6.2. **Correspondence** – *circulated with the agenda*

 - 1.6.3. **Finance report** (Chair) – *circulated with the agenda in-committee*

The finances are tracking as expected for this time of the year. There are some outstanding accounts awaiting funding that the Ministry of Education was going to fund for the first twelve months. The school is also waiting from the Ministry information about the remainder of the EDI (Educational Development Initiative) funding available. The Acting Director has another meeting scheduled this week with the Ministry and these points are included for discussion. The Ministry is working on a funding model for the school's property component of the operations grant.

 - 1.6.4. **Health and safety report** (Staff Trustee) – *circulated with the agenda in-committee*
 - 1.6.5. **Student trustee report** – *deferred to next meeting*
 - 1.6.6. **EOTC trips** – *circulated with the agenda*

 - 1.6.7. **Director's report** (Acting Director) – *circulated with the agenda*

MOTION 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- Tri-annual plan** (Chair) - *defer to next meeting*

As part of our tri-annual plan the board holds regular policy reviews and these were put on hold as we transitioned into the new building. From the next meeting there will be a review schedule plus a policy to review. Policies are either reviewed initially by a board sub-committee or the senior leadership team depending on where responsibility falls.

- 3.2. **After hours facilities usage** (Andrew, Matthew, Moana) - *defer to next meeting*

3.3. Student Trustee election - x2 attached

Welcome Oscar Henderson-Walsh who took office on 13 September 2019 and remains a trustee until the next election in September 2020. Thank you to the immediate past student trustee Brooke Coburn for her service over the past year. This year saw a smaller number of candidates and voter turn-out than in previous years. The board discussed possible reasons and the need to promote the election in 2020.

3.4. Charter review /update - community engagement in this process(Chair)

Our last charter was a transitional charter and now the school is in a new building many of the areas will require updating. It is due with the Ministry of Education in March next year and the community must be engaged in the process.

Very early thoughts by the board included:

- Align with the curriculum work the senior leadership is working on.
- Strengthen our community as one.
- The school's core values are well known by the diverse community of families. What they look like can be different for different people which is both challenging and exciting. It was noted that the PINS (Passions, Interests, Needs) programme has been good for getting a range of families and people in to work with the students. One idea to support and share knowledge with families wanting to do PINS workshops is to have a framework tool for them and give a tutoring session on how to run one.
- Increase community engagement with families and the wider community. Since moving back into town, there have been many proactive, generous businesses and organisations willing and wanting to be involved with the school.

ACTION Formulate a time line for engagement with the community starting Term 4 and continuing into Term 1. – **Board Chair and Director**

3.5. Board end-of-year function for staff

This has been a huge transition year for staff who have worked hard to get the school into one building and the board wishes to acknowledge this and thank the staff. Last year the budget for the staff function and gifts was \$1,500.

MOTION Chair

The board approves a budget of up to \$2,500 for an end-of-year function/gifts which includes all staff and board on the last day of school.

Carried

3.6. Ministry of Education donation scheme - opting in (Chair) – tabled at meeting

The school has a current annual voluntary donation in place. The Ministry of Education have asked decile 1 to 7 schools if they want to opt into a donations scheme and receive \$150 per student. If boards opt in, they must not ask students' families and whānau for donations, except for overnight camps. Boards opt in each year to the scheme.

MOTION Chair Seconded Tim

The board agreed to opt into the donation scheme for 2020.

Carried

4. IN COMMITTEE - PUBLIC EXCLUDED

MOTION 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 Chair

The meeting resume in Public Excluded Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

5. BOARD COMMUNICATION

- New student trustee
- Charter coming up
- Donation scheme

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

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

Meeting closes 7:45pm

Approved

Name [Evan Kidd](#)

Date [5 November 2019](#)

