

MINUTES of the meeting of the Board of Trustees  
5:30 pm 19 May 2020 at school during Covid Alert Level 2  
(was scheduled 31 March which fell in Covid Alert Level 4)

Meeting opens 5:30pm

1. ADMINISTRATION

1.1. **Welcome** Whakataukī

**Present** Andrew Dean, Karen Grant, Evan Kidd (Chair), Sarah Marshall, Steven Mustor (Director), Danette Wereta.

1.2. **In attendance** Jacinta Buist.

1.3. **Apologies** Moana Barr, Oscar Henderson-Walsh, Tim McKay.

1.4. **Registration of interest** No interests to declare.

1.5. **Confirmation of the consent agenda**

1.5.1. **Previous minutes**

Regular meeting 18 February 2020 – *circulated with the agenda*

Special meeting 12 May 2020 – *circulated with the agenda*

1.5.2. **Correspondence** – *circulated with the minutes*

1.5.3. **Finance report** – *no report this meeting*

Pub Charity application resolution 21 February 2020 – *circulated with the agenda*

Southern Trust application resolution 5 March 2020 – *circulated with the agenda*

The finance committee has not met due to Covid-19 so no report this meeting. The Director and Chair made some finance comments in-committee.

1.5.4. **Health and safety report** (Staff Trustee) – *March report circulated with the agenda*

The board thanked the Director for all his work over the past six weeks around Covid-19 plus his and the staff's work for rearranging the school including online learning and re-opening.

1.5.5. **Student trustee report** – *no report this meeting*

1.5.6. **EOTC trips** – *circulated with the minutes and nothing further during lock down*

1.5.7. **Director's report** – *circulated with the agenda*

The Director confirmed in their report that teacher registrations are current following a bring up from the triennial plan.

The board has a lengthy discussion as part of the Director's Report on the special character of the school in relation to the roll, year groupings and staffing; the quality of graduating students and external promotion of the school this year.

There are no further updates on the climate change school becoming a satellite school of Ao Tawhiti Unlimited Discovery.

During Covid Level 3 and 4 approximately fifty devices and thirty laptops have gone home with families.

The Kāhui Ako Communities of Learning survey around engagement during lockdown results are in progress and it is expected that the school will do further work around this once completed. It was not made clear on the school website that this was not a school survey but a Kāhui Ako survey.

**MOTION** Chair

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

2. **PRESENTATION** - *no presentation this meeting*

3. **DISCUSSION**

3.1. **Strategic review** (*from triennial plan*)

3.1.1. **NAG 1 Curriculum delivery and student achievement** - *deferred from Feb triennial plan*

**ACTION** Make comments on this point and future strategic reviews each meeting for the board to consider as part of the Director's Report. - **Director**

3.1.2. **NAG 7 Final charter consultation due 1 Mar at the Ministry of Education**

- *x3 circulated with the agenda*

The Director shared that the three-year draft charter by the Senior Leadership Team is nearly finished for the board's consideration and verbally shared the goals with the board.

**ACTION** Table the draft charter for the board's consideration next meeting. - **Director**

3.1.3. **Strategic goal #1 2020 from charter**

**ACTION** Make comments on this point and future strategic goals each meeting for the board to consider. - **Director**

3.2. **Policy Review** (*from triennial plan*)

3.2.1. **Director's delegations** - *deferred from last meeting and circulated with the minutes*

**MOTION** Chair

Replace these two points in the Delegated Authorities Policy Director / Deputy Directors

- *Hire, deploy and terminate relieving and auxiliary staff in accordance with board policy*
- *Hire, deploy and terminate permanent and fixed term staff in accordance with board policy*

With the wording

- *Hire, deploy and terminate all staff in accordance with board policy and in consultation with the board.*

**Carried**

3.2.2. **Employment policy** - *deferred from last meeting and circulated with the minutes*

**MOTION** Chair

Merge this point in the Employer Responsibility Policy

- *Delegates all other appointments and the responsibilities of managing staff to the director.*

Merge this point in the Employer Responsibility Policy to reflect changes from agenda item 3.2.1 Director's Delegations.

- *Delegates all other appointments and the responsibilities of managing staff to the director. Includes hire, deploy and terminate all staff in accordance with board policy and in consultation with the board.*

**Carried**

3.2.3. **Curriculum**

<https://drive.google.com/drive/folders/OB7JUJwh18Jd5NnZkb3U1eldvcHc>

**ACTION** Make comments on this policy and future policy reviews each meeting for the board to consider. - **Director**

3.2.4. **Enrolment scheme** – *circulated with the agenda*

**MOTION** Chair

Update the enrolment scheme with the following wording

- *The prospectus, website and other pre-enrolment information will contain a description of the designated character and timelines for the enrolment process.*

Remove the word *prospectus* to reflect practice so will read - *The website and other pre-*

*enrolment information will contain a description of the designated character and timelines for the enrolment process.*

- *Information day and/or evening.*  
Add the words *and/or tour* to this point reflect practice so will read - *Information day and/or evening and/or tour.*
- *Interview by senior leadership to determine if the designated character is understood by all applicants.*  
Addition of the words *if required* to this point so senior leaders do not need to interview all new applicants which can take two weeks of work a year for each of the four senior leaders. This will read - *Interview if required by senior leadership to determine if the designated character is understood by all applicants.*
- *On offer of enrolment, applicants are required to sign the 'Confirmation of Enrolment Form' to confirm their acceptance, and affirm their understanding and support of the designated character.*  
Change of wording to reflect practice so will read - *On offer of enrolment, applicants are required to complete the school's enrolment documents to confirm their acceptance, and affirm their understanding and support of the designated character.*

**Carried**

### **3.3. Learner progress and achievements, curriculum review (from triennial plan)**

#### **3.3.1. Review end-of-year achievement reporting years 0 to 13 - deferred from Feb triennial plan and to next meeting**

This will become part of the regular reporting by the Director. The Community Leaders are doing regular curriculum reporting and the Directors will also report as required.

#### **3.3.2. Years 4 to 6 snapshot**

This will become part of the regular reporting by the Director. The Community Leaders are doing regular curriculum reporting and the Directors will also report as required.

### **3.4. Board Administration**

#### **3.4.1. Vacant trustee position - election or selection? - x3 circulated with the agenda**

The board had a lengthy discussion on the vacant trustee position and the options of election, selection, co-option or no action at this stage noting they have the option of co-option at any point. Further considerations around this decision included the funding of an election, future changes within the board, the skill set of the current trustees and the passion of elected parent trustees. No communication was received within 28 days of the notice being published, that there was interest in a byelection being held to fill the vacancy.

#### **MOTION**

Keep the vacant parent trustee position open and when required in the future hold an election or co-opt a trustee for a missing skill set.

**Carried**

**ACTION** Write to the two registrations of interest in selection thanking them and informing them of the Board's resolution to keep the vacancy open. - **Board Chair**

#### **3.4.2. Board profiles and photos in first newsletter of the year (from triennial plan)**

**ACTION** Contact board members to update their profile on the website.  
<https://aotawhiti.school.nz/category/news/board-of-trustees/> - **Board Secretary**

#### **3.4.3. Performance agreement (from triennial plan)**

On hold due to Covid-19.

#### **3.4.4. Board professional development plan (from triennial plan)**

Trustees felt as a board they had a good understanding of governance and requirements so at this point do not require further training. Individual trustees are able to access the New Zealand Schools' Trustee Association online training.

**3.4.5. Board/staff social event (from triennial plan)**

The board thank the staff for their work this year and during the Covid-19 alert levels.

**ACTION** Provide a board funded morning tea to thank staff on Friday this week.

- **Staff Trustee**

**3.4.6. Board governance manual updates with trustee changes – no action required**

**3.5. Budget ratification - deferred from Feb triennial plan and to next meeting**

The finance committee need to have a final discussion before presenting to the board at the next meeting.

**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.*

**Carried**

**5. BOARD COMMUNICATION**

- Thank you to Director and staff for their support and work during the Covid-19 alert levels.
- Thank you to students and families for their support and work during the Covid-19 alert levels.
- Vacant trustee position

**6. 2020 MEETING DATES**

*Tuesdays 5:30pm*

*Term 1 : Week 4 - 18 February and Week 10 - 31 March*

*Term 2: Week 7 [was W4 prior to re-designated term by Minister Education - 19 May and tbc Week 10 - 30 June*

*Term 3: Week 4 - 11 August and Week 10 - 22 September*

*Term 4: Week 4 - 3 November and Week 10 - 15 December*

Meeting closes 7:55 pm

Approved

Name

Date



Evan Kidd

30 June 2020