

MINUTES of the meeting of the Board of Trustees 5:30 pm 30 June 2020 at school

Meeting opens 5:30pm

1. ADMINISTRATION

1.1. Welcome Whakataukī

Present Moana Barr, Andrew Dean, Karen Grant, Oscar Henderson-Walshe, Evan Kidd (Chair), Sarah Marshall, Tim McKay, Steven Mustor (Director), Danette Wereta.

1.1. In attendance

Jacinta Buist (Board Secretary); for agenda items 1 and 3.8 Courtney Allison, Lizzie Beasley and Lindsay Greene.

1.2. Apologies

No apologies.

1.3. Registration of interest

No registrations of interest.

1.4. Confirmation of the consent agenda

1.4.1. Previous minutes 19 May 2020 (was 31 Mar 2020) - *circulated with the agenda*

1.4.2. Correspondence - *circulated with the agenda*

1.4.3. Finance report

(Chair) - *verbal report*

The finance committee has not met since the last meeting.

The end of year accountant has completed the 2019 set of accounts and the auditor has reviewed these. Because the Education Development Initiative (EDI) funding from the Ministry of Education took longer to be paid out than expected and was received in 2020, not the 2019 Financial Year, 2019 year has a significantly larger deficit than expected. The board will discuss this further in-committee and will need to prepare a new 2020 budget for approval presentation at the next board meeting.

The board is still waiting on confirmation from the Ministry of Education on property costs and finalisation of the school's 2020 property funding which makes preparing an accurate 2020 budget extremely challenging.

Expenses are as expected for this time of year.

1.4.4. Health and safety report

(Staff Trustee) - *circulated with the agenda*

ACTIONS

- Review all the NAG 5: Health, Safety and Welfare policies. Provide a report to the next board meeting with any recommended changes and rationale to support these including the use of trained first aiders. – **Health and Safety Committee**
- Draft a new procedure for the next board meeting to include under the NAG 5: Health, Safety and Welfare policies covering the use of specialised spaces and equipment. Include in the procedure induction and regular audits by the Health and Safety Committee.

– **Health and Safety Committee**

- Draft a new policy and procedures around the hire and use of school spaces for the board meeting of 22 September. This would come under NAG 4: Finance and Property Management and the subcommittee is expected to have had an initial meeting prior to the next board meeting.

– **Health and Safety Committee; board members Moana Barr and Andrew Dean**

1.4.5. Student trustee report - verbal report

The student innovation fund has one new application since the last board meeting and the fund is awaiting further information. Check ins with previous funded grants will get underway next term. There has been some recent student discussion around the timetable but no consensus around this.

1.4.6. EOTC trips - circulated with the agenda

1.4.7. Director's report - circulated with the agenda

ACTION Write to Nadine Walmisley, Community Leader Years 1 to 6, thanking her for the additional work covering both Community Leader roles on level 4 in recent weeks. - **Chair**

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. Strategic review (from triennial plan)

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

3.1.2. NAG 7 Final charter consultation and due MoE 1 Mar - deferred from May meeting

3.1.3. Strategic goal #1 2020 from charter - deferred from May meeting

3.1.4. Strategic goal #2 2020 from charter - from June triennial plan

It was agreed that at this stage it is not relevant to conduct a strategic review in these areas as the charter and triennial plan were further delayed due to COVID-19 alert levels plus the charter and annual plan are being tabled for approval at this meeting.

3.2. Policy Review (from triennial plan)

3.2.1. Curriculum - deferred from May meeting.

Current policies <https://drive.google.com/drive/folders/0B7JUJwh18Jd5NnZkb3U1eldvchC>

MOTION Chair

Approve the NAG 1: Curriculum series policies with minor updates to reflect current practice and correct inaccuracies subject to consultation.

Carried

ACTION Consult with the community on the NAG 1: Curriculum series policies following the minor updates. - **Director**

3.2.2. Governance - from June triennial plan. Folder of proposed updates for the entire governance series circulated with the agenda and this the link to the current policies

<https://drive.google.com/drive/u/1/folders/0B7JUJwh18Jd5UXY0bk14dHR3aGc>

ACTION Complete the minor updates to reflect current practice to table at the next board meeting for approval. – **Danette Wereta**

- 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 May meeting*
- 3.3.2. Years 4 to 6 snapshot** - *deferred from May meeting*
- 3.3.3. Review mid-year achievement reporting Years 1 to 13** - *from June triennial plan*

It was agreed that these areas are being reported against in the Director's report with the Community Leaders providing snapshots of what is happening in each community. The Senior Leaders will start reporting next term at a higher data driven level and provide any further advice required.

3.4. Board Administration

3.4.1. Deputy Directors (Senior Leaders) Delegations

MOTION Chair

"That the Deputy Director (Principal) (1), or in their absence the Deputy Director (Principal) (2), or in their absence the Deputy Director (Principal) (3), or in their absence the Deputy Director (Principal) (4), be appointed Acting Director (Principal) in the absence of the Director (Principal) from school for one whole day or more; and that, in particular, the Acting Director (Principal) 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." This is retrospective approval from January 2020 and continues to the end of February 2021.

Carried

3.4.2. Board/staff social event - *from June triennial plan*

Matariki will take place at school on Friday 20 July. Further information and ways to get involved are at this link.

https://docs.google.com/forms/d/e/1FAIpQLSf913ydZjMajoArMW1OWpPYsx_wMILG4ivjT9RITratC9NSFw/viewform?vc=0&c=0&w=1

ACTIONS

- Pick a date and organise a catered morning tea for staff in Term 3. Let board members know when so they can attend. – **Staff Trustee**

3.4.3. Charter and annual plan - *circulated with the agenda*

MOTION Chair

Adopt the tabled 2020 charter and annual plan.

Carried

3.4.4. Budget ratification - *defer to the next meeting*

3.5. Analyse attendance data - *from June triennial plan, defer to a later meeting*

3.6. Request to expand the school zone - *letter tabled with in committee correspondence, the current enrolment scheme circulated with the agenda*

The board discussed a length the current school home zone and the enrolment scheme. The school needs to ballot every year and at every year level which can mean current siblings not living in the home zone will not have the opportunity to attend when the balloted waiting list is long.

It was agreed that the zone does not require policy changes as the board can make available out of zone places each year.

MOTION Chair

- *The places available for students not living in the school's home zone for the 2021 year are up to eight places across all year levels.*

- *Places available for students living in the school's home zone are determined by management at each year level and are based on the roll.*

Carried

ACTIONS

- Respond to the letter writer – **Chair**
- Advertise spaces available for those in the home zone and those not in the home zone. – **Director**

3.7. Space hire Dance NZ (Staff Trustee) - agenda item withdrawn

1.5. After school programme (Courtney Allison, Lizzie Beasley and Lindsay Greene.)

- circulated with the agenda

Courtney spoke to the proposal for an after school programme and answered questions from the board. Discussion by the board covered the benefits for the school community and the risks associated with the programme. The board had a fuller in- committee discussion covering the rental charge the programme will pay. If the board supports the programme the organisers will apply for OSCAR (Out of school Care and Recreation Programme) accreditation. This involves the programme meeting a set of standards and an inspection visit to the school.

MOTION Chair

Agree in principle to support the establishment of an OSCAR after school programme for the Ao Tawhiti Unlimited Discovery community based at school using existing school staff. There will be a rental charge which the board will negotiate at a later time and a maximum of thirty-two students.

Carried

ACTION – Write to the proposer the outcome of the board discussion with the offer of further advice on budget setting if this is wanted. – **Chair**

3.8. School's core values 'Trust' and 'Respect' not written in Te Reo Māori (HB Pouākai)

- letter circulated with the agenda's correspondence.

MOTION Chair

Agree to update school's core values 'Trust' and 'Respect' not written in Te Reo Māori following fact checking. Respect = Whakaute. Trust = Tiakitanga

Carried

ACTIONS

- Write to home base Pouākai the result of the board's discussion. – **Chair**
- Follow up the name changes with the community, website and other areas. – **Director**

3.9. Student election 2020 (Chair)

MOTION Chair

The Board of Trustees appoint Jacinta Buist as Returning Officer for the 2020 student elections with the following communal dates.

By Wed 12 Aug 2020 - Select returning officer

Wed 19 Aug 2020 - Close main roll

By Fri 21 Aug 2020 - Call for nominations

Wed 2 Sep 2020 - Close supplementary roll

Fri 4 Sep 2020 - Close nominations

By Wed 9 Sep 2020 - Send voting papers

Fri 18 Sep 2020 - Voting day

Thu 24 Sep 2020 - Count votes
Fri 25 Sep 2020 - Trustee takes office

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. Carried

5. BOARD COMMUNICATION

- Director recruitment update
- Policy consultation
- Student election

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

Approved



Name [Evan Kidd](#)

Date [11 August 2020](#)