

## MINUTES of the meeting of the Board of Trustees

5:30 pm 11 August 2020 at school

Meeting opens 5:30pm

### 1. ADMINISTRATION

#### 1.1. Welcome Whakatauki

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

#### 1.2. In attendance Jacinta Buist (Board Secretary); Ian Hayes and Duncan Woods (Senior Leaders) for agenda item 2 only.

#### 1.3. Apologies Moana Barr

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

#### 1.5. Confirmation of the consent agenda

##### 1.5.1. Previous minutes

Regular meeting 30 June 2020 - *attached*

##### 1.5.2. Correspondence - *attached*

##### 1.5.3. Finance report - *verbal report*

Finance meetings are scheduled monthly until the end of the year. The school is tracking within the revised budget.

##### 1.5.4. Health and safety report (Staff Trustee) - *items for discussion in agenda items 3.2 and 3.7*

##### 1.5.5. Student trustee report - *verbal report*

The student innovation fund is currently under budget and four new applications have been received.

##### 1.5.6. EOTC trips - *attached*

##### 1.5.7. Director's report - *attached*

**MOTION** Chair

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

**Carried**

### 2. PRESENTATION

#### 2.1. Teaching Project (Duncan Woods) – *circulated with the minutes*

The framework quality for teaching project at the school was presented. This year the framework is in the design phase, in 2021 it will be tested and in 2022 spread. Staff will be able to evaluate their teaching practice against the framework and then with a combination of coaching plus professional learning and development improve their teaching practice. It is envisaged the end result will be greater student engagement and outcomes.

#### 2.2. Behaviour Project (Ian Hayes) - *circulated with the minutes*

This project is closely linked to a charter goal. "Through collaboration and consultation, identify the quality 'Learning Behaviours' and 'Social Behaviours' that are expected at Ao Tawhiti." Strongly felt is that everyone has the right to experience our Special Character without being impeded by the behaviours and choices of others. A framework and systems around identifying, tracking and intervening in behavior has been developed which it is envisaged will bring greater student engagement and outcomes.

The Chair thanked the Senior Leaders for their work and the ongoing improvements being made.

### 3. DISCUSSION

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

##### 3.1.1. Begin charter consultation - defer to Term 4

In Term 4 check in with the community if the charter is meeting the needs of the school. Possible ideas to consult included a drop by table at IEMs and also the option for the people to book meetings with a board member.

#### 3.2. Policy Review *(from triennial plan) - deferred from May meeting*

##### 3.2.1. NAG 5 Health Safety and Welfare (Staff Trustee) - Comments on any changes from the health and safety committee included in the folder with this agenda for the entire series. This is the link to the current policies. <https://drive.google.com/drive/folders/0B7JUJwh18Jd5VVhBOE81OWtmR3c>

##### ACTIONS

- Provide final comments on policies by 28 August – **All Board Members**
- Update changes for next meeting's consent agenda – **Board Secretary**

##### 3.2.2. NAG 1 Curriculum - EOTC - Comments on any changes included in the folder with this agenda for the entire series. This is the link to the current policies.

[https://docs.google.com/document/d/1CnS-p2\\_ASniyvsXJBBDXivfbJ6lZKhikc0P3SizgRNU/edit](https://docs.google.com/document/d/1CnS-p2_ASniyvsXJBBDXivfbJ6lZKhikc0P3SizgRNU/edit)

##### ACTIONS

- Check policy with Senior Leader in charge of EOTC – **Staff Trustee**
- Provide final comments on policies by 28 August – **All Board Members**
- Update changes for next meeting's consent agenda – **Board Secretary**

##### 3.2.3. Governance (Danette Wereta)- from July meeting . Folder of proposed updates for the entire governance series attached and this the link to the current policies

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

##### ACTIONS

- Provide final comments on policies by 28 August – **All Board Members**
- Update changes for next meeting's consent agenda – **Board Secretary**

##### 3.2.4. Staff Gifts - (Staff Trustee) Comments on any changes included in the document. This is the link to the current policy

[https://docs.google.com/document/d/1tHQc0nxH-qbdNp1709yQ\\_u\\_mwnpuHYp0rw6nQ02nFrQ/edit](https://docs.google.com/document/d/1tHQc0nxH-qbdNp1709yQ_u_mwnpuHYp0rw6nQ02nFrQ/edit)

**ACTION** Seek feedback from staff on current policy by 28 August – **Staff Trustee**

**ACTION** Review comments and add updated policy to the consent agenda for next meeting – **Board Chair**

##### 3.2.5. Hire of school spaces - (Andrew Dean)

Last meeting this task was delegated to the Health and Safety Committee, Andrew Dean and Moana Barr to draft a policy for the September meeting. Initial investigations have begun of what other schools and organisations are doing and the feeling is it is worth pursuing. Interest in the use of the school's spaces is high.

## ACTIONS

- Provide final comments on initial thoughts by 28 August – **All Board Members**
- Provide draft of new hire and use of school spaces policy and procedures for next board meeting. - **Health and Safety Committee, Andrew Dean and Moana Barr**

**3.3. Learner progress and achievements, curriculum review** (*from triennial plan, tabled Director's Report*)

**3.4. Board Administration** - *no administration this meeting*

**3.5. 2020 Budget ratification**

### MOTION Chair

The finance committee report on variances at each meeting and accept the 2020 budget tabled in-committee.

**Carried**

**3.6. Analyse attendance data** - *from June triennial plan, move to a future meeting*

**3.7. Level 4 balcony use** (Sarah Marshall) – moved to in committee

**3.8. Director's appraisal** (From Director's Report)

**AGREED** Board take over the appraisal framework and appraise the Director now the engaged appraiser is stuck overseas.

## 4. IN COMMITTEE - PUBLIC EXCLUDED

5. **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**

**Meeting closed 8:30pm**

## 5. BOARD COMMUNICATION

### 6. 2020 MEETING DATES

*Tuesdays 5:30pm*

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

*Term 2: Week 7 [was Week 4 prior to re-designated term by Minister Education - 19 May and 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 **22 September 2020**