

MINUTES of the meeting of the Board of Trustees

5:30 pm 22 September 2020 at school

Meeting opened 5:30pm

1. ADMINISTRATION

- 1.1. Welcome** Whakataukī
Present Moana Barr, Karen Grant, Evan Kidd (Chair), Sarah Marshall, Steven Mustor (Director).
- 1.2. In attendance** Jacinta Buist (Board Secretary); Niki Stephenson and Megan Taylor (Senior Leaders) for agenda item 2 only.
- 1.3. Apologies** Andrew Dean, Oscar Henderson-Walshe, Tim McKay, Danette Wereta.
- 1.4. Registration of interest** No registrations of interest were declared
- 1.5. Confirmation of the consent agenda**
- 1.5.1. Previous minutes** 11 August 2020 – *circulated with the agenda*
- 1.5.2. Correspondence** – *circulated with the agenda*
- 1.5.3. Finance report** (Chair) – *circulated with the in-committee agenda*
- 1.5.4. Health and safety report** (Staff Trustee) – *circulated with the agenda*
- 1.5.5. Student trustee report** – *no report this meeting*
- 1.5.6. EOTC trips** – *circulated with the agenda*
- 1.5.7. Director's report** – *circulated with the agenda*
- 1.5.8. Policy review**
- 1.5.8.1. Governance series** (Danette Wereta) – *circulated with the agenda*
MOTION Moved Chair
Accept the updates to the governance series policies. **Carried**
- 1.5.8.2. NAG 5 Health Safety and Welfare series** (Staff Trustee) – *circulated with the agenda*
MOTION Moved Chair
Accept the updates to the health safety and welfare series policies. **Carried**
- 1.5.8.3. NAG 1 Curriculum - EOTC** (Staff Trustee) – *circulated with the agenda*
MOTION Moved Chair
Accept the updates to the Curriculum EOTC policy. **Carried**
- 1.5.8.4. NAG 3 Staff gifts** (Chair) – *circulated with the agenda and bring up next meeting*
ACTION Add to the policy that a register of all gifts and the values of these purchased by the school is to be maintained by the Finance Administrator. Include in the register, people who decline a gift being purchased. The maximum value for significant achievements and family life events is \$50. – **Board Secretary**
- 1.5.8.5. Toileting procedure** (Director) – *deferred to the next meeting*
- 1.5.8.6. Head lice and illness procedure** (Director) – *deferred to the next meeting*
- 1.5.8.7. Evacuation procedure including out-of-hours** (Director) – *deferred to the next meeting*

MOTION Moved Chair

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

Carried

2. PRESENTATION - Senior Leaders Niki Stephenson and Megan Taylor

2.1. Relationships for Learning Project (Niki Stephenson) – *circulated with the minutes*

The relationships at Ao Tawhiti project was presented and is strongly linked to the triannual plan's strategic goal relationships for learning. The aims of the project this year are to:

- Support the development of a highly skilled and effective staff who are committed to the educational, emotional, social and physical wellbeing of all students.
- Co-create a rugged system for relational IEMs and 1:1s with ākongā, staff and whānau which reflect our special character and result in a sense of belonging for all stakeholders.

2.2. Leading for Learning Project (Megan Taylor) – *circulated with the minutes*

The learning to lead (L2L) at Ao Tawhiti project was presented and is strongly linked to the triannual plan's strategic goal leading for learning. The aims of the project this year are to:

- Develop an L2L curriculum to encompass what we want students to learn from the L2L time.
- Identify what students leading their learning looks like in 1:1s, Individual Education Meetings (IEMs), classes and Self-Directed Learning (SDL).

Both projects have made considerable progress despite COVID-19 restrictions. 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. Finalise Term 4 charter consultation.

The Board will consult with the community for feedback on the existing charter.

ACTIONS

- Create a form for the next newsletter for open feedback. – **Board Secretary**
- Board members phone a random selection of the community for feedback.
– **Board Members**
- During IEMs a board member sit at the front reception desk to gather feedback.
– **Board Members as available**
- Add 2021 goals to the triannual plan and complete the 2020 analysis of variance this year. - **Director**

3.2. Policy Review (*from triennial plan*)

3.2.1. NAG 4 - 4.9 Hire and use of school spaces (Andrew, Moana, Staff Trustee) – *defer to the next meeting*

3.3. Board Administration

3.3.1. Start draft 2021 budget (Chair)

The Director is consulting with staff and reviewing this year's expenditure. A draft 2021 budget will be presented for the November meeting and finalised at the December meeting.

3.3.2. Student trustee elections (Chair)

Votes are counted on 24 September and at the next meeting the new student trustee will start. As part of the outcomes of this year's election process, campaigning guidelines will be made for future elections.

3.4 Schools' Donations Scheme

The Ministry of Education have asked decile 1 to 7 schools again 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 and the school opted in for the 2020 year.

MOTION Moved Chair

The Board agreed to opt into the donation scheme for 2021.

Carried

ACTION Fill in the opt in form. – **Board Secretary**

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

- Charter consultation
- New student trustee
- School donation scheme

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 closed 8:30pm

Approved 

Name **Danette Wereta, Deputy Chair, passed at the November meeting.**

Date **3 November 2020**