

MINUTES of the meeting of the Board of Trustees

5:30 pm 3 November 2020 at school

Meeting opened 5:30pm

1. ADMINISTRATION

1.1. **Welcome** Whakataukī

Present Andrew Dean, Karen Grant, Sarah Marshall, Tim McKay, Steven Mustor (Director), Danette Wereta (Deputy Chair), Dom Wilson.

1.2. **In attendance** Jacinta Buist (Board Secretary), Vicki Buck (Climate Action Campus Convenor) & Anita Yarwood (Director Designate) - Agenda item 2.0 only.

1.3. **Apologies** Moana Barr, Evan Kidd (Chair) – The Deputy Chair chaired the meeting.

1.4. **Registration of interest** Agenda item 2.0 Vicki Buck is Tim McKay's mother and Tim did not take part in the discussion of this item.

1.5. **Confirmation of the consent agenda**

1.5.1. **Previous minutes**

Regular meeting 22 September 2020 – *circulated with the agenda*

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

1.5.3. **Finance report** (Chair) – *no report this meeting*

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

1.5.5. **Student trustee report** – *circulated with the agenda*

The Board discussed the student trustee's report and asked questions of both the student and staff trustee about the health programme content and provider.

ACTION Review the health curriculum and programme. - **Director**

MOTION Chair

The Board accepts the adoption of the new governance policies and procedures tabled by the Student Trustee.

- *Board of Trustee student election campaigning guidelines*
- *Student Initiatives Fund Charter*

Carried

1.5.6. **EOTC trips** – *circulated with the agenda*

1.5.7. **Director's report** – *circulated with the agenda and verbally presented at the meeting*

The Director spoke to their report and also presented the first draft of the 2021 staffing, floor make up and timetable for the Board's information.

1.5.8. **Policy review**

1.5.8.1. **NAG 3 Staff gifts** (Chair) – *circulated with the agenda*

MOTION Chair

The Board accepts the adoption of the updated policy.

Carried

1.5.8.2. Toileting procedure (Director) – *circulated with the agenda*

MOTION Chair

The Board accepts the adoption of the updated policy.

Carried

1.5.8.3. Head lice and illness procedure (Director) - *defer to the next meeting*

1.5.8.4. Evacuation procedure including out-of-hours (Director) - *defer to the next meeting*

1.5.8.5. 5.0 Health and Safety – *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. Climate Action Campus - *Vicki Buck & Anita Yarwood*

The Board were given an update on progress to date plus the next steps required to progress the Climate Action Campus concept to a reality. A fuller Board discussion was held in-committee. There are a number of schools with students from Years 1 to 13 interested in cohabitating the campus along with their staff. There is also wider interest from the business, community and tertiary sectors. The Ministry of Education is providing advice and support on funding, set up and running requirements. An area in the red-zone along with a suitable location was identified and included in the Board update.

MOTION Chair

The Board thanked Vicki Buck and Anita Yarwood for their work on the Climate Action Campus and noted the draft Memorandum of Understanding and draft budget tabled in-committee.

Carried

ACTION Inform school community of the background and progress on the Climate Action Campus. - **Director**

3. DISCUSSION

3.1. Strategic review (*from triennial plan*) – *covered in Director's Repot*

3.2. Policy Review

3.2.1. Place holder - *removed agenda item*

3.2.2. NAG 6 Legal responsibilities – *circulated with the agenda*

3.2.3. NAG 6 Parents and the Privacy Act – *circulated with the agenda*

3.2.4. NAG 6 Privacy – *circulated with the agenda*

ACTION Review and make any updates if required of NAG 6 Legislation and Administration series for the next meeting's consent agenda.

– Deputy Chair and Board Secretary

3.3. Board Administration

3.3.1. Draft 2021 budget (Chair) – *tabled in-committee*

The first draft 2021 budget was passed in-committee pending any further comments by the Board's Finance Sub-Committee Chair.

3.3.2. Student trustee elections -*circulated with the agenda*

3.3.3. NZSTA Annual Invoice MI-05116 – *circulated with the correspondence*

MOTION Chair

The Board approve for payment NZSTA's annual invoice.

Carried

3.3.4. Bank account signatories

MOTION Chair

Current ASB bank account signatories from the 18 February 2020 Board meeting are Evan Kidd, Danette Wereta, Steven Mustor and Ian Hayes. Jill Legg, the Finance Administrator has online access only.

- At 28 January 2021, retain Evan Kidd, Danette Wereta and Ian Hayes as signatories.
- At 27 January 2021, remove outgoing Director (Principal) Steven Mustor as a signatory and the Visa card account associated with this name.
- At 28 January 2021 add incoming Director (Principal) Anita Yarwood as a signatory. Set up a new Visa card account with a value of \$2,000 for Anita Yarwood.

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

- Climate Action Campus
- 2021 staffing, floor and timetable changes
- Policy updates

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 8:55pm

Approved



Name [Danette Wereta](#)

Date [15 December 2020](#)