

## MINUTES of the meeting of the Board of Trustees

5:30 pm 15 December 2020 at school

Meeting opened 5:30pm

### 1. ADMINISTRATION

#### 1.1. Welcome Whakataukī

**Present** Andrew Dean, Evan Kidd, Sarah Marshall, Steven Mustor (Director), Danette Wereta (Deputy Chair), Dom Wilson.

#### 1.2. In attendance Jacinta Buist (Board Secretary), Anita Yarwood (Director Designate).

#### 1.3. Apologies Karen Grant, Moana Barr, Tim McKay.

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

#### 1.5. Confirmation of the consent agenda

##### 1.5.1. Confirmation of previous meeting minutes 3 November 2020 - *circulated with the agenda*

##### 1.5.2. Correspondence - *circulated with the agenda*

##### 1.5.3. Finance report (Chair) - *verbal report*

The budget is on track for 2020 and it is expected there will be a planned deficit of \$88,000. The December reports will be completed in January. Next year's cash flow management will need to be planned carefully as the 2019 banking staffing overuse will come out of 2021's first quarter bulk grant funding. The overuse was made up of two additional teaching staff and used to resource one-to-ones.

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

The Board discussed students changing their preferred names and how this has increased in recent years and should the Transgender Policy from 2013 be reviewed including notifying caregivers aware of name changes each time this happens and the potential sensitivities around this.

**ACTION** Review the Transgender Policy for the next meeting, including name changes.

– Student Trustee

##### 1.5.5. Student trustee report - *x2 circulated with the agenda and 1 moved to in-committee*

##### 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. Infectious diseases (Director) - *circulated with the agenda*

###### 1.5.8.2. Evacuation procedure including out-of-hours (Director) – *defer to a future meeting*

###### 1.5.8.3. Legal responsibilities - *circulated with the agenda*

###### 1.5.8.4. Parents and the Privacy Act - *circulated with the agenda*

###### 1.5.8.5. Privacy - *circulated with the agenda*

**MOTION** Moved Chair

*The Board accept the adoption of the Infectious Diseases, Legal Responsibilities, Parents and the Privacy Act, Privacy policies.*

**Carried**

**1.5.9. Reading Recovery 2020 Report** - circulated with the agenda

**MOTION** Moved 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. Charter review** (from triennial plan - draft in place following community consultation) – defer to next meeting

**3.2. Board Administration**

**3.2.1. Draft 2021 budget** (Chair) – circulated with the minutes and tabled in-committee

**MOTION** Moved Chair

*The 2021 draft budget tabled at the November 2020 meeting is approved.*

**Carried**

**3.2.2. Set 2021 Board meetings**

Tuesdays 5:30pm at school

Term 1 : Week 1 - 16 February and Week 10 - 6 April

Term 2: Week 4 - 25 May and Week 10 - 6 July

Term 3: Week 4 - 17 August and Week 10 - 28 September

Term 4: Week 4 - 9 November and Week 8 - 7 December

**3.2.3. 2021 Triennial plan** - circulated with the agenda and updated version with the minutes

**ACTION** Change Governance series to a Term 1 review and adjust other series so an even spread is achieved, update with 2021 meeting dates. – **Board Secretary**

**3.3. Hire and use of school facilities** - x7 circulated with the agenda and tabled in-committee

**MOTION** Moved Chair

The Board approves the hire and use of the school facilities in a way that does not affect the running of the school. The preference is for educational based initiatives. Policies, fees, terms and conditions aligned with the Ministry of Education requirements will be developed by the Board.

**Carried**

**3.4 Thank you founding Director (Principal) Steven Mustor**

The Board thanked the Director for their work since 2013 as founding Director of the merged school. In particular the Board has appreciated the Director's honesty, hard work, everything they have done for the school and the clear guidance, communication and support to the Board.

The Director said they have enjoyed working at the school and during this time have done lots of awesome stuff which has been a nice experience and they feel happy to leave now.

**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**

- Policies updated
- Hire and use of school facilities

- Thank you to departing Director Steven Mustor

**6. 2021 MEETING DATES**

*Tuesdays 5:30pm at school*

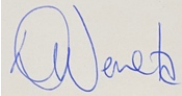
*Term 1 : Week 1 - 16 February (Administrative & urgent business) and Week 10 - 6 April*

*Term 2: Week 4 - 25 May and Week 10 - 6 July*

*Term 3: Week 4 - 17 August and Week 10 - 28 September*

*Term 4: Week 4 - 9 November and Week 8 - 7 December*

**Meeting closed 7:40pm**

Approved 

Name [Danette Wereta](#)

Date [16 February 2021](#)