

## KAUPAPA (MINUTES) of the meeting of the Board of Trustees 5:30 pm 16 February 2021 at school

Karakia and meeting opened 5:30pm

### 1. ADMINISTRATION

#### 1.1. Welcome

**Present** Moana Barr (by Zoom) Andrew Dean, Karen Grant, Sarah Marshall, Tim McKay, Danette Wereta (Chair), Dom Wilson, Anita Yarwood (Director).

**1.2. In attendance** GSA (Gender Sexuality Alliance) Student Leaders.

**1.3. Apologies** Evan Kidd

**1.4. Registration of interest** – No interests to declare.

#### 1.5. Board housekeeping

**1.5.1. Election of the Chair (Staff Rep Sarah Marshall)** was Evan Kidd

**MOTION** Moved Sarah, Seconded Andrew  
*Danette Wereta be elected as Chairperson.*

**Carried**

**1.5.2. Election of the Deputy Chair** was Danette Wereta

**MOTION** Moved Chair  
*Karen Grant be elected as Deputy Chairperson.*

**Carried**

**1.5.3. Health and safety sub-committee trustee** was Staff Representative Trustee

**MOTION** Moved Chair  
*Anita Yarwood act as Health and Safety Subcommittee Trustee. Noted this committee also has the Property Managers, PPTA staff representative and Senior Leader Niki Stephenson.*

**Carried**

**1.5.4. EOTC (Education Outside the Classroom) subcommittee trustee** was Evan Kidd and Karen Grant

**MOTION** Moved Chair  
*Danette Wereta and Karen Grant act as EOTC Sub-committee trustees.*

**Carried**

**1.5.5. Student Innovation Fund Subcommittee Trustee** - was Student Representative Trustee with Staff Representative Trustee happy to be part of and support the process.

**MOTION** Moved Chair  
*Dom Wilson continues to act as Student Innovation Fund Subcommittee Trustee with support from Sarah Marshall and Anita Yarwood.*

**Carried**

**1.5.6. Finance Subcommittee Trustees** - was Board Chair, Deputy Board Chair and Director

**MOTION** Moved Chair  
*Danette Wereta, Evan Kidd, Karen Grant, Sarah Marshall and Dom Wilson act as Finance Subcommittee Trustees.*

**Carried**

**1.5.7. Discipline Subcommittee Trustees** was all Board members

- MOTION** Moved Chair  
*All trustees continue to act as Discipline Subcommittee Trustees.* **Carried**
- 1.5.8. Fundraising Subcommittee Trustees** - was Sarah Marshall, Danette Wereta, Dom Wilson  
**MOTION** Moved Chair  
*Moana Barr, Sarah Marshall, Danette Wereta and Dom Wilson act as Fundraising Subcommittee Trustees.* **Carried**
- 1.5.9. Property Subcommittee Trustees** - was Director  
**MOTION** Moved Chair  
*Danette Wereta and Anita Yarwood act as Property Subcommittee trustees. Noted this committee also has the Property Managers.* **Carried**
- 1.5.10. Deputy Directors or Senior Leaders Delegations**  
Approved annually at the first meeting of the year.  
**MOTION** Moved Chair  
*That the Deputy Director or Senior Leader (Principal) (1), or in their absence the Deputy Director or Senior Leader (Principal) (2), or in their absence the Deputy Director or Senior Leader (Principal) (3), or in their absence the Deputy Director (Principal) or Senior Leader (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 and Training Act 2020 and the rules promulgated regarding this section of the Act.*  
  
*The Director is able to delegate which Deputy Director or Senior Leader is used at their discretion.* **Carried**
- 1.5.11. Triannual Plan confirmation** – *Circulated with the agenda and updated version with the minutes*
- 1.5.12. Governance manual confirmation** – *Circulated with the agenda*
- 1.5.13 Website biographies**  
**ACTION** Check Board profiles on the website and send updated profiles to Board Secretary by end of this week. – **All Board members**
- 1.5.14 Confirm meeting dates**  
Term 1 : Week 1 - 16 February and Week 9 - 30 March  
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
- 1.6. Confirmation of the consent agenda**
- 1.6.1. Previous minutes** 15 December 2020 – *Circulated with the agenda*
- 1.6.2. Correspondence** – *circulated with the agenda*
- 1.6.3. Finance report** (Chair) – *No report this meeting*  
A finance meeting was held recently where the budget was the main agenda item.
- 1.6.4. Health and safety report** (Staff Trustee) – *Moved to in committee*
- 1.6.5. Student trustee report** – *Tabled at the meeting x3*  
The student trustee has been working on corporate sponsorship for the fund as mentioned in the email sent out to trustees in regards to approving sponsorship requests. The board ratified this

decision made by email on the 3rd of Feb to approve the sponsorship application requests. The board also had a lengthy discussion in regards to how the fund is currently working for students. The board agrees to hold the Student Initiatives Fund Panel until further notice, to allow for a full review to take place led by the Student Trustee. During this time however, the Student Trustee may take applications for money from the fund from students and bring them to the whole Board for consideration of grants, with students presenting to a Board meeting to request for the money.

**ACTION** Table at the next meeting the fund review. – **Student Trustee**

**1.6.6. EOTC trips – Circulated with the agenda**

**1.6.7. Director’s report – Circulated with the agenda**

The Board discussed at length the concerns around traffic using Mollet Street and the private lane during school hours. The private lane is also a right of way for eight adjoining lots that have four owners which could potentially have a major impact on safety and the use of the lane when the vacant lots are built upon.

**ACTION** Discuss again the need for a perimeter fence with the Ministry of Education to help keep students safe and stop them moving into areas where there is traffic. – **Director**

**1.6.8. Policy review**

**1.6.8.1. Evacuation procedure including out-of-hours (Director) – Defer to the next meeting**  
The Board Chair and Director are attending a Ministry of Education day for Chairs and Principals on 3 March where emergencies and evacuations will be covered. A revision of procedures will be done after this including a communication plan.

**1.6.8.2. Governance series - Circulated with the agenda**  
This series was being reviewed to realign it with the first Board meeting of the year alongside the delegations. Noted that a full review was done in September 2021 by the current Chair.

**MOTION**

*The Governance policy series is approved with no changes and realigned to an annual review at the first Board meeting of every year.*

**Carried**

**CHAIR TO MOVE**

*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**

The Board noted the need to consult with the community on the 2021 Charter and the overdue deadline around having this signed off and submitted to the Ministry of Education.

**ACTION** Proceed with the 2021 Charter and file this with the Ministry of Education. – **Board Chair**

**3.2. Policy review**

**3.2.1. Was Transgender Policy, now LGBTQIA+ Policy - Circulated with the agenda**

The Board granted speaking rights to the GSA Student Leaders attending the meeting and then the Board had a very lengthy clause by clause discussion on the tabled policy. Noted the Student Trustee also tabled a background paper on the policy as part of their report.

The Transgender Policy that was passed in 2013 was very progressive and the pre-merger school was amongst the very first schools in New Zealand who drafted this type of policy. This revision is also progressive and the Board is invested in making this work with research showing that if students feel safe and happy, they can learn.

#### **MOTIONS**

1. *The Board retire the Transgender Policy and replace this with the tabled LGBTQIA+ Policy. The only modification to the tabled policy is to add in a link to policy 1.1 Special Character which outlines the school's values.*
2. *Initially an annual review before moving to a three-yearly review cycle to align with the series.*
3. *Congratulations and thank you to the students involved in the complete revision of this policy.*

**Carried**

**ACTION** The Senior Leadership Team discuss the Board's concerns around behavior management around this policy and their desire to see the escalation of this to Board level. - **Director**

#### **3.2.2. Cashless school policy - Moved to in-committee**

#### **3.3 Climate Action Campus Rata Foundation grant application**

##### **MOTION**

*The Board of Trustees applies to the Rata Foundation for a grant of \$83,000 for costs associated with the establishment of the Climate Action Campus including greenhouses, an electric boat and materials for chicken runs.*

**Carried**

#### **3.4 Updated 2021 budget – Discussed in-committee**

The Board approved the updated 2021 budget tabled in-committee.

#### **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**

- Change in Chair, Deputy Chair and responsibilities
- Charter
- LGBTQIA+ Policy

#### **6. 2021 MEETING DATES**

Term 1 : Week 1 - 16 February and Week 9 - 30 March

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

**Karakia and meeting closed 2030**

Approved

Name [Danette Wereta](#)

Date [30 March 2021](#)

