

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

Karakia and meeting opened 5:30pm

1. ADMINISTRATION

1.1. Welcome Whakataukī

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

1.2. In attendance Jacinta Buist (Board Secretary); Parents Kate and Ryan Griffith, Students Oscar and Tilly Rose Griffith (Agenda item 2.1); Business Studies students Lucy Mayers, Rosa Opie and Roisin Scott (Agenda item 2.2).

1.3. Apologies No apologies.

1.4. Registration of interest No interests to declare.

1.5. Confirmation of the consent agenda

1.5.1. Previous minutes

Regular meeting 16 February 2021 – *circulated with the agenda*

ACTION To do list, review after minutes of this meeting have been circulated.

– All Board members

1.5.2. Correspondence – *circulated with the agenda*

1.5.3. Finance report (Chair)

– *circulated with the agenda and full report plus finance minutes tabled in-committee*

1.5.4. Health and safety minutes – *circulated with the agenda*

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

1.5.6. EOTC (Education Outside the Classroom) trips – *circulated with the agenda*

1.5.7. Director's report – *circulated with the agenda*

1.5.8. Fundraising report – *tabled at the meeting*

1.5.9. Policy review - Legislation and administration series (From Triennial Plan)

1.5.9.1. Legal Responsibilities

– *circulated with the agenda and last reviewed Dec 2020, this review to align Term 1 2021 with rest of series*

1.5.9.2. Parents and the Privacy Act

– *circulated with the agenda and last reviewed Dec 2020, this review to align Term 1 2021 with rest of series*

1.5.9.3. Privacy Act

– *circulated with the agenda and last reviewed Dec 2020, this review to align Term 1 2021 with rest of series*

MOTION Moved Chair

The Legislation and Administration policy series is approved with no changes and realigned to be reviewed in Term 1 every year.

Carried

MOTION Moved Chair

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

Carried

2. Presentations

2.1. Our Speeder Bike (Oscar and Tilly Griffith) – *x1 tabled at the meeting under student trustee report.*

Oscar presented a funding request for a SDL (Self Directed Learning) project so he and another student could make a Mandalorian speeder bike as a prop for a future movie project. Eventually two bikes will be built. Tilly modelled the Mandalorian full body costume including helmet that they had previously made. Oscar is seeking an estimate of \$150-156 from the Student Innovation Fund to cover the parts.

MOTION Moved Chair

- The Board approve the student initiatives fund application from Oscar Griffith of \$150 for parts to build a Mandalorian speeder bike.
- The Board congratulate Oscar Griffith for doing a fantastic presentation.

Carried

2.2. Spring Fair 10:00am to 2:00pm 4 September 2021 – x2 tabled at the meeting

Students and Fair Committee members Lucy Mayers, Rosa Opie and Roisin Scott are organising a Spring Fair as part of a NCEA (National Certificates of Educational Achievement) Business Studies unit and also as a way to give back to the school. The profit from this will go to the school. This would be the first fair for the school and the students are planning to provide a blue print for future ones. The students presentation included the work done so far, a budget, how the fair will operate and a request to the Board for \$750 to \$1,200 as start-up funding.

The Board asked the students questions about the budget, risks and unknowns when running this type of event. A discussion was then had by the Board around the fair benefits and risks and if funds were granted the best time line to do this. The Finance Chair has offered to support the students with budgeting and cashflow advice if required.

MOTION

- The Board approve from the Director's Discretionary fund the Fair Committee's request for start-up funding up to \$1,200 if needed. At the discretion of the Director, release \$500 now and further amounts when required. The Fair Committee must provide regular progress and receipts for all items.
- The Board congratulate Lucy Mayers, Rosa Opie and Roisin Scott on their presentation; their innovative and cool way of using learning to do a bigger project than required for NCEA units; their thinking on how to benefit the school plus foresight in wanting to provide a blue print for future fairs

Carried

3. DISCUSSION

3.1. Strategic discussion - Goal 1 Teaching For Learning - "To support students in achieving their learning goals" (From Triennial Plan)

The Senior Leader responsible for Teaching for Learning is on leave this year and an internal recruitment process was run last year for this responsibility to be run by three staff at Year 1 to 6, 7 to 10 and 11 to 13 levels. In 2020 the Senior Leader presented to the Board with back ground work, next steps and NCEA achievement.

The Staff Representative said last year the Community Leaders presented ABLE (Achievement, Behaviour, Leading, Engagement) data to the Director who tabled this as part of the Director's Report. Staff are interested to know if this is the data the Board would like to receive. The Board discussed the need for reports to identify gaps and trends.

ACTIONS

- Bring ABLE data to the next meeting and the Board will provide feedback on this for staff.
 - Continue the work on how to report back to whānau (families).
- **Director**

3.2. Charter review (From Triennial Plan) – circulated with the agenda

The community consultation planned by the Board last year did not happen.

ACTION Consult on the Charter by inviting students, families and staff to fill in an online form. - **Director**

3.3. Policy review

3.3.1. Emergency response plan (Director) – *circulated with the agenda*

The Chair and Senior Leader Ian Hayes have attended the Ministry of Educations training in this area and have templates to work with. Changes are needed to the plan to include work around lock downs, sheltering in space, use of the building out-of-hours and emergency communication with families.

ACTION Table updated document for approval at the next meeting. - **Director**

3.3.2. Cashless school

3.3.2.1. Cashless school procedure (New) – *circulated with the agenda*

3.3.2.2. Theft and fraud prevention (Insertion referring Cashless School Procedure) – *circulated with the agenda*

3.3.2.3. Resource management (Insertion referring Cashless School Procedure) – *circulated with the agenda*

MOTION Moved Chair

The Board approved these policies and procedures which will be reviewed next in Term 3 2021 alongside all the financial policies.

- *Cashless school procedures*
- *Theft and fraud prevention*
- *Resource management*

Carried

3.3.3. Enrolment scheme – *circulated with the agenda.*

The Board discussed the large amount of interest in the school, the roll cap and the large amount of time staff are working on enrolments and ballots.

ACTION Review the scheme with recommendations and amendments for the next meeting.

- **Evan Kidd, Sarah Marshall, Dom Wilson, Anita Yarwood**

3.3.4. Physical restraint policy – *x2 circulated with the agenda*

This new policy along with the need for training was reviewed by the Board.

MOTION Move Chair

The Board approved the new Physical Restraint Policy.

Carried

3.4. Student initiatives (innovation) fund review – *x2 tabled at the meeting*

The Student Trustee has researched and received consultation on the Board funded fund which was presented to the Board alongside two recommended options to choose from. The Board discussed that student from all year levels projects are valued and consensus was reached that a middle ground between the two recommendations be trialled by the Student Trustee. Community Leaders and Learning Advisors may also be able to support promotion of the fund to students.

ACTION Trial a middle ground between the two recommendations without catering and report back to the Board in Term 4. – **Student Trustee**

3.5. Mollet Street advocated safety tool for traffic (from Director's report)

The Board discussed the Director's recommendation that the Director, alongside a parent, advocate for work on safety tools for Mollet Street.

MOTION Moved Chair

The Board supports the advocacy of the Director and a parent to get judder bars installed (or a comparable safety tool) on Mollet Street.

Carried

- 3.6. Principal appraisal by Board Chair** (from Director's report)
The Board discussed the Director's recommendation that the Chair do the Principal's appraisal and both the Director and Chair feel the Chair has the confidence and experience to do this.

MOTION Moved Chair

The Board agreed the Chair perform the Director's (Principal's) appraisal for 2021.

Carried

3.7. Grant applications

- 3.7.1. Climate Action Campus Rata Foundation grant application** - updated resolution 11 March

MOTION Moved Chair

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

Carried

- 3.7.2 Apple TV resolution** (from Fundraising report) -x1 circulated with the minutes

MOTION Moved Chair

The Board of Trustees apply to the One Foundation Limited for a grant of \$5624.30 excluding GST for costs associated with the purchase of 22 Apple TVs and HDMI cables to allow the Learning Advisors (Teachers) the ability to mirror displays between their laptops and television screens in learning areas.

Carried

- 3.7.3 Year 4 to 6 Wellington camp** (from Fundraising report)

Two parents are interested in applying for funds towards the Year 4 to 6 Wellington camp and the Fundraising Subcommittee are waiting further information.

- 3.7.4 Administration of grant applications by the Board** (from Fundraising report)

The Board discussed where the work around planning, delegation, and tracking of grant applications made in the school's name be done. It was agreed that this delegation is with the full Board and at times the school would be applying to organisations that receive their proceeds in a way that do not align with the school's values.

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
- Charter Consultation
- Student initiatives fund

6. 2021 MEETING DATES

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

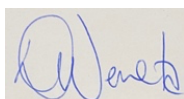
Term 2: Week 4 - 25 May and Week 10 - 6 July

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 9:00pm

Approved



Name **Danette Wereta**

Date **25 May 2021**