

**KAUPAPA (MINUTES)**  
**of the meeting of the Board of Trustees**  
5:30 pm 25 May 2021 at school

**Karakia and meeting opened 5:30 pm**

**1. ADMINISTRATION**

**1.1. Welcome** Whakataukī

**Present** Moana Barr, Andrew Dean, Evan Kidd, Karen Grant (Deputy Chair and Chair of this meeting), Dom Wilson, Anita Yarwood (Director).

**1.2. In attendance** Jacinta Buist (Board Secretary).

**1.3. Apologies** Sarah Marshall, Danette Wereta (Chair). Absent Tim McKay.

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

**1.5. Confirmation of the consent agenda**

**1.5.1. Previous minutes**

- Regular meeting 30 March 2021 - *circulated with the agenda*
- Action to do list reviewed

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

**1.5.3. Finance report** (Chair) - *circulated with the agenda*

- A fuller discussion on the financial report was held in-committee.
- On Friday 4 June at 1:00pm Solutions and Services will present at school to available Board members.

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

The most serious concern is cars driving in Mollet Street and the speed of these. The Director is continuing to work and follow up with others about getting judder bars or other safety tools for this area. In the meantime, the school will install their own signage.

**1.5.5. Student trustee report** - *x2 tabled at the meeting*

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

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

**1.5.8. Fundraising subcommittee report** - *no report this meeting*

**1.5.9. Policy review**

**1.5.9.1. Emergency management plans** - *circulated with the agenda*

**1.5.9.2. Enrolment scheme** (*from last meeting*) - *defer to a later meeting*

**1.5.9.3. Staff appointments procedure** (*from last meeting*) - *circulated with the agenda*

**1.5.9.4. Hire and use of school facilities** - *circulated with the agenda*

**MOTION** Moved Chair

*The consent agenda of the Board of Trustees having been circulated, be approved as true and correct. Policies tabled for review be approved.*

**Carried**

**2. PRESENTATION** - *no presentation this meeting*

### 3. DISCUSSION

#### 3.1. Strategic discussion - Goal 2 Teaching for Learning “To maintain our sense of community”

- x1 circulated with the agenda1, x2 circulated with the Director’s Report In Committee

The Board had a lengthy discussion on teaching for learning alongside the school’s special character. Included was the importance of one-to-ones and individual education meetings so students can plan their own pathways of learning; the importance of being able to gain NCEA credits by following passions rather than subjects.

#### ACTIONS

The Senior Leadership Team discuss:

- Creation of best practice one-to-ones and individual education meetings exemplars for professional learning and development.
- Development of a framework to measure the effectiveness of one-to-ones, individual education meetings and the communications around these.
- Further exploration of the skill set of enrolling students to ensure they are able to work within the school’s special character.

- Director

#### 3.2. Policy review

##### 3.2.1. Emergency response evacuation plan - circulated with the agenda

**MOTION** Moved Chair

*The Board approved the Emergency Response Evacuation Plan.*

**Carried**

##### 3.2.2. Documentation and self-review series

**3.2.2.1. Managing policy and procedures** - circulated with the agenda

**3.2.2.2. Planning and reporting** - circulated with the agenda

**3.2.2.3. Recognising student achievement** - circulated with the agenda

**3.2.2.4. Reporting to parents on student progress and achievement** - circulated with the agenda

**3.2.2.5. Stakeholder engagement policy** - circulated with the agenda

**ACTION** Table at the next meeting in the consent agenda any updates to the documentation and self-review series.

- Board Chair and Director

##### 3.2.3. Gifts for staff (discussed In Committee)

**MOTION** Moved Chair

*The Board approved a wording change in the Gift for Staff policy to reflect the delegation for gifts rests with the Director not a Senior Leader and the desire for sustainable gift purchases.*

**Carried**

#### 3.3. Student election

The board discussed the organisation of the annual student election process.

**MOTION** Moved Chair

*The Board of Trustees appoint Jacinta Buist as Returning Officer for the 2021 student elections with the following dates.*

*Tue 25 May 2021 Board Meeting - Select returning officer and fix election date*

*Fri 9 July 2021 - Close main roll (noon)*

*By Sun 11 July 2021 - Call for nominations and also link to Board policy*

*Fri 30 July 2021 - Close supplementary roll*

*Sun 1 August 2021 - Nominations close (noon)*

*By Fri 6 August 2021 - Issue voting papers*

*Fri 3 September 2021 - Election Day (4pm)*

*Wed 8 September 2021 - Accept postal dates (if postmarked 2 September 2021 or earlier)*

*Thu 9 September 2021 - Count votes*

*Fri 10 September 2021 - Trustee takes office*

**ACTIONS**

Offer for interested people:

- Wed 6 July, prior to roll closure an information session - **Student Trustee**
- Mon 9 July lunchtime, after roll closure a candidate session - **Student Trustee**
- Mon 2 August, meet the candidates for voters - **Student Trustee and Director**

**3.4. Board-Staff Term 2 event (from Triennial Plan)**

All available Board members will attend the whole school hāngī as part of Matariki at approximately 1:00pm on 2 July 2021.

**3.5. ABL data feedback to staff (tabled in Director's in-committee report)**

The Board thanks the staff for collecting the ABL data. It is useful and the Board would like this to continue as part of the Director's report.

**3.6. Enrolment scheme amendment for Marian College and Villa Maria College (from Correspondence)**

The Board received from the Ministry of Education correspondence as part of the consultation phase for proposed enrolment scheme amendments for Marian College and Villa Maria College. After reviewing the documentation, the Board has no comments to make.

**3.7 Grant applications****MOTION** Chair

*The Board approves in principle the following grant applications; however, the Board needs the further details before approval of the final applications.*

- *Sustainability Fund, Christchurch City Council for the Climate Action Campus - amount, quotes and further details to come.*
- *Music Instruments for the Music Department to the value of \$26114.69 exc GST - grant provider, quotes and further details to come*
- *Air flights to Wellington for the Year 7 to 8 Camp to the value of \$7,700 excluding GST - grant provider, quotes and further details to come*

Carried

**3.8 Climate Action Campus site funding (From Director's Report)**

It is expected the Climate Action Campus will become available circa Term 2 2022. The Board, as part of their financial planning, needs clarification from the Ministry of Education on the funding of the campus.

**ACTION** Contact the Ministry of Education to get clarity on the Climate Action Campus split-site funding model. - **Director**

**3.9 LGBTQIA + policy edits (from Student Trustee's Report)**

The Student Trustee provided updated wording for the LGBTQIA + policy to include support and protection of all people in the school's community. The wording edits were discussed and the wording was changed slightly in the report at the meeting.

**MOTION** Moved Chair

*The Board approves the wording changes to the LGBTQIA + Policy discussed at the meeting and these are noted in the updated Student Trustee's tabled paper.*

Carried

**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**

- Climate Action Campus grant applications
- Policies updated

- Student election dates set

**6. 2021 MEETING DATES**

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

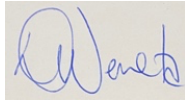
Term 2: Week 4 - 25 May and Week 10 - 6 July

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 7:25 pm**

Approved



Name [Danette Wereta](#)

Date [6 July 2021](#)