

**KAUPAPA (MINUTES)**  
of the meeting of the Board of Trustees  
5:30 pm 6 July 2021 at school

Karakia and meeting opened 5:30pm

**1. ADMINISTRATION**

**1.1. Welcome** Whakataukī

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

**1.2. In attendance** Nil, meeting was taped for Board Secretary.

**1.3. Apologies** Sarah Marshall, Dom Wilson (departing 6:30pm).

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

**1.5. Confirmation of the consent agenda**

**1.5.1. Previous minutes**

- Regular meeting 25 May 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*

**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 trips** – *circulated with the agenda*

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

**1.5.8. Fundraising subcommittee report** – *no update this meeting*

**1.5.9. Policy review**

**1.5.9.1. Enrolment scheme** – *defer to a future meeting*

**1.5.9.2. Documentation and self-review series**

- **Managing policy and procedures** – *circulated with the agenda*
- **Planning and reporting** – *circulated with the agenda*
- **Recognising student achievement** – *circulated with the agenda*
- **Reporting to parents on student progress and achievement** – *circulated with the agenda*
- **Stakeholder engagement policy** – *circulated with the agenda*

**1.5.9.3. Smokefree and vape-free policy**

– *circulated with the agenda with updated wording approved by Chair 28 May 2021.*

**1.5.9.4. Timetabling**

– *circulated with the agenda with updated wording from Director*

**MOTION** Moved Chair

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

**Carried**

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

**3. DISCUSSION**

**3.1. Strategic discussion** - *no discussion this meeting*

**3.2. Policy review**

**3.2.1. NEW Search and Seizure Policy** (Director) – *circulated with the agenda*

The Director commented as a follow on to the Smokefree and Vape-free Policy update that prohibits possession of tobacco and vaping products at school, the school has no Search and Seizure Policy unlike many other schools. This makes it tricky to confiscate tobacco and vaping products in possession. There has been evidence of vaping and lighter use in the bathrooms which is dangerous and can set off sprinklers. The Senior Management Team feel they need to

have the ability to confiscate products for immediate Health and Safety reasons. This draft policy is for the Board's consideration and discussion. In the near future the Principal's Association is also working on this so there is potential for the Board to consider the result of this work prior to a decision.

The Board had a lengthy discussion on the draft policy.

- The subject has been discussed between the previous Chair and Director on numerous occasions and it was felt this type of policy does not fit within our special character.
- Health and safety concerns
- Addiction and health concerns
- Vaping is undergoing rapid change
- There are whānau support both for and against vaping with some families supplying their students with product
- Concerns over role modelling to younger students in the Years 1 to 13 school

The Board agreed to defer a decision on approving the policy pending the outcome of the Principal's Association work and further operational feedback from the Senior Leadership Team.

**ACTION** Advise the Board at a future date of the outcome of the Principal's Association work on vaping and feedback from the Senior Leadership Team on the lack of a Search and Seizure Policy at an operational level. - **Director**

**3.2.2. NEW Cyber Safety Policy (Director) – circulated with the agenda**

The Director had received whānau feedback that the merged school did not have a Cyber Safety policy. This draft policy is for the Board's consideration and is in line with other schools and is relevant to protecting users and others.

**MOTION** Moved Chair

*The Board approved the new Cyber Safety Policy.*

**Carried**

**ACTION** Follow up with IT team to review measures are in place for cyber security - **Director**

**3.2.3. NEW Student Attendance Policy (Director) – circulated with the agenda**

The school does not have an Attendance Policy and this has been written to align with Ministry guidance and the school's procedures.

**MOTION** Moved Chair

*The Board approved the new Attendance Policy.*

**Carried**

**3.3. Ministry of Education Donation Scheme – from Director's Report**

The Board has opted into the donation scheme for the last two years which has enabled a known stable income in this area. A discussion was held on opting into the 2022 scheme and the ramifications for both opting in and opting out.

**MOTION** Moved Chair

*The Board agreed to opt into the Ministry of Education's Donation Scheme for 2022 in the July 2021 roll return.*

**Carried**

**ACTION** Review in depth the donation scheme versus voluntary donations as part of budget planning for future years. Make a recommendation to the Board around opting into the Ministry of Education's 2023 donation scheme and any follow on actions. – **Finance Subcommittee**

**3.4. Bathroom lunchtime clean – from Health and Safety minutes**

Two senior students have approached the Director with a proposal to clean the bathrooms during the lunch break. The students did a trial run before a recent facility hire and the clean was to a high standard.

**MOTION** Moved Chair

*The Board approve the hire of the two students for a lunchtime clean of the bathrooms for this year on the condition this does not interfere with their studies.*

**Carried**

**3.5. ASB Credit card Jill Legg limit increase from \$5,000 to \$6,000 – from Finance minutes**  
The credit card is regularly reaching its limit each month and needing topping up. A request to the Board has come to increase the limit.

**ACTION** Contact providers who are heavily reliant on credit card payments and see if an account can be opened so the school receives invoices. If this is not possible, approach other providers of the same services with the view to open an account. Review at the next finance meeting. – **Finance Subcommittee**

**3.6. Potential purchasing conflict of Interest – from Director’s Public Report and moved to in-committee**

**3.7. Promotion of facilities hire – circulated with the agenda**  
The Board reviewed the excellent work to date and thanked volunteer parent Mel Opie for their work on this. Next steps include review of hire feedback, recheck of hire fee pricing and a communications plan.

**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**

- Policy updates
- Ministry of Education’s donation scheme
- Facilities hire

**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 8:30 pm**

Approved

Name [Danette Wereta](#)

Date [17 August 2021](#)