

KAUPAPA (MINUTES) of the meeting of the School Board 5:30 pm 16 November 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), Sarah Marshall, Tim McKay, Roisin Scott (Incoming Student Representative), Danette Wereta (Chair), Anita Yarwood (Director).

1.2. In attendance

Courtney Allison (Community Assistant for agenda item 2), Jacinta Buist (Board Secretary), Dom Wilson (Outgoing Student Representative).

1.3. Apologies Nil

1.4. Registration of interest

No registrations of interest to declare

1.5. Confirmation of the consent agenda

1.5.1. **Previous minutes** 28 September 2021- *circulated with the agenda*

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

1.5.3. **Finance report** - *circulated with the in-committee agenda*

1.5.4. **Health and safety minutes** - *deferred to the next meeting*

1.5.5. **Student Representative report** - *circulated with the agenda*

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** - *deferred to the next meeting*

1.5.9. Policy review

- **4.7 Travel plan** (Director)

- *circulated with the Director's Report including the data analysis*

- **4.4 Asset Protection** - *circulated with the agenda*

Reviewed by Finance subcommittee, value of assets changed from \$500 to \$1,000.

1.5.10 Health consultation update

(Staff Representative)

- *circulated with the agenda and moved to agenda item 3.3.7*

1.5.11 Student Representative election update

- *circulated with the agenda*

MOTION Moved Chair

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

Carried

2. PRESENTATION - E-commerce website / marketplace to support students Self Directed Learning (SDL)

(Community Assistant Courtney Allison) - *circulated with the minutes*

Support from the Board was sought for SDL students who require an e-commerce solution for businesses they are developing. The solution would enable students to sell their products while at school and then take their business with them when they leave. Courtney's presentation covered the challenges around this area and a possible solution. The Board thanked Courtney for the presentation and agreed in principle that this is a great idea with the next step the development of a prototype.

3. DISCUSSION

3.1. Strategic Review

3.1.1. Charter consultation - *from triennial plan – deferred to a future meeting*

3.1.2. Strategic Goal 4 - Behaviours for learning “**To create systems that allow our students to learn when and where best suits them.**” - *circulated with the agenda in the Director’s Report*
The Board noted the discussion points.

3.2. Policy review

3.2.1. Noise management policy (Director update) - *current policy circulated with the agenda*

The noise management policy matches the facilities hire policy and no further action is required.

3.2.2. Enrolment scheme (Director update)

- x2 circulated with the agenda, further comments in the Director’s In-Committee Report

The Board discussed the need for the school’s enrolment scheme to be changed to reflect that the school’s zone be based on special character not geography. The current enrolment scheme disadvantages students who are outside the geographical zone (including siblings) who meet the school’s special character. Part of the special character is student engagement and attendance alongside whānau support.

ACTIONS

- Write a letter to the Ministry of Education requesting a review of the enrolment scheme.
- Review the 2022 enrolment process including applicant interviews.
- Consult with the community over the enrolment scheme and attendance policy.

- Director

3.2.3 School donations policy - *current policy circulated with the agenda*

From 2020 to 2022, the school opted into the Ministry of Education’s Donation Scheme and the policy requires updating to reflect this.

MOTION Moved Chair

The Board agreed to update the policy to reflect that the school will follow the Ministry of Education’s Donation Scheme.

Carried

3.2.4 Credit card policy - *current policy circulated with the agenda*

MOTION Moved Chair

The Board agreed that no changes are required to be made to this policy, including financial limits.

Carried

3.2.5 Bullying policy - *from Director’s report*

The school does not have a bullying policy and in the past as it was felt with the school’s special character and core values this was not necessary. To align with other schools and a family’s request for one, the Director tabled a draft policy for the Board’s consideration

MOTION Chair

The Board approves the new bullying policy.

Carried

3.3 Board administration

3.3.1 2022 meeting dates (5:30 pm on Tuesdays)

- Term 1: Week 1 - 1 February and Week 9 - 29 March
- Term 2: Week 4 - 24 May and Week 10 - 5 July
- Term 3 : Week 4 - 16 August and Week 10 - 27 September
- Term 4: Week 4 - 8 November and Week 9 - 13 December

3.3.2 Triennial election May moved to September 2022 – *circulated with the agenda and noted*
The Board noted the change which was in response to COVID-19 and to allow time for legislative changes and electronic voting infrastructure.

3.3.3 New Zealand Schools' Trustee Association membership 2022
- circulated with the agenda, correspondence 415A&B

MOTION Chair

The Board approves continuing membership for 2022.

Carried

3.3.4 Appointment of auditor for the years ending 2021 to 2023
- circulated with correspondence 430 A, B & C (from Finance subcommittee)

MOTION Chair

The Board approves The Office of the Auditor General's appointment for Crowe New Zealand Audit Partnership to conduct the school's financial audit for the years 2021 to 2023.

Carried

3.3.5 Satellite School - Climate Action Campus accounting set up – *(from Finance subcommittee)*
Work is ongoing to provide robust financial information and separate reporting for the Central City and Climate Action Campus. Xero has the facility to do this with correct data entry and set up.

3.3.6 Proposal to add Kaitiakitanga (Guardianship) to school's core values - *x2 attached*
Students have demanded change around Climate Action which has generated this request.

ACTION Add the addition of Kaitiakitanga (Guardianship) to the school's charter community consultation. - **Board Chair**

3.3.7 Health consultation discussion - *(Staff Trustee from consent agenda)*
The Board reviewed the consultation received at the fair and noting it will go in the school newsletter including the 2022 health curriculum structure.

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

- Charter consultation
- Enrolment scheme and attendance policy consultation
- Triennial election moved from May 2022 to September 2022

6. 2021 MEETING DATES

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

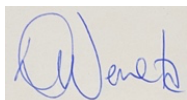
Term 2: Week 4 - 25 May and Week 10 - 6 July

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

Term 4: Week 5 - 16 November and Week 8 - 7 December

Karakia and meeting closed at 8:45 pm

Approved

A handwritten signature in blue ink, appearing to read "Danette Wereta", is placed on a light grey rectangular background.

Name [Danette Wereta](#)

Date [6 December 2021](#)