

# Board of Trustees

## Meeting Minutes

**Wednesday 1<sup>st</sup> April 2020**

**6.30 pm Via Zoom**

**Meeting Commenced 6.30 pm**

*In preparation for the meeting and to maximize use of our time together all trustees are expected to have read all papers circulated and where possible seek clarification on any matter or issue prior to the meeting of which they are unclear. This will allow the focus to be on informed discussion. Whilst hard copies will be provided for the meeting – it is expected you will have read them all on-line.*

Agenda Items	Led by:	Action Minutes
<p><b>1. Introduction</b></p> <ul style="list-style-type: none"> <li>a. Karakia &amp; Mihi</li> <li>b. Present &amp; Apologies</li> <li>c. Minute taking for today's meeting</li> </ul>	<p>Kerry Pearce</p>	<p>6.30pm Present – all. Graeme 5 minutes late.</p>
<p><b>1. Administration</b></p> <ul style="list-style-type: none"> <li>a) Confirmation of minutes [Circulated] of last meeting</li> <li>b) Matters arising from previous minutes not covered on agenda               <ul style="list-style-type: none"> <li>● Food in canteen</li> </ul> </li> <li>c) Correspondence inwards/outwards</li> <li>d) Finance Report February 2020 Reinstatement of Finance Subcommittee?</li> </ul>	<p>Kerry Pearce</p>	<p>Minutes of previous meeting tabled. Motion to be accepted as true and correct by Brendan, seconded by Catherine. Discussion on canteen food. Brendan to arrange looking into current contracts and obligations, and possibilities of how we can move forward aligned with current school policy. Correspondence inwards – ERO letter to be discussed later. Finance report for February 2020 – no questions. Moved by Brendan, seconded by Catherine. Discussion on more Board oversight of budget. Kerry works with Sue and Brendan almost weekly, so has some oversight. Concern was raised by a Board member over approval of multiple deficit budgets, especially if there is no significant roll growth or if there is a decline. Brendan confirmed that College finished in surplus last year even though deficit budget was approved. Suggestion of two Board members reviewing monthly finance report and assisting Brendan with summary. No delegation given. Graeme and Catherine volunteered to work with</p>

<p><b>2. Principals Report</b></p> <p>a) Academic Achievement</p> <ul style="list-style-type: none"> <li>● AOV</li> <li>● Confirm Priority Students</li> </ul> <p>b) Co-curricular Enrichment</p> <ul style="list-style-type: none"> <li>● Covid 19 Impact on Events</li> </ul> <p>c) Investing in People</p> <ul style="list-style-type: none"> <li>● Staff Appraisals</li> </ul> <p>d) Inclusiveness</p> <p>e) Community Relations</p> <p>f) Building Global Citizens</p> <p>g) Resources</p> <ul style="list-style-type: none"> <li>● Refer 5/10 yr pp update</li> </ul> <p><b>Monitoring</b></p> <p>h) Ratification of Stand downs and Suspensions</p> <p>i) Section 27s</p> <p>j) EOTCs</p>	<p>Brendan Carroll</p>	<p>Brendan on monthly basis and report to Board.</p> <p>Principals Report tabled</p> <p>Analysis of variance presented. Brendan comfortable with the report and where we are at. Confident our discussions and ERO progress will see a lift in achievement. Priority students confirmed and discussed.</p> <p>Discussion on Covid-19 impact on College</p> <p>The MoE response to Covid is rapidly evolving since the lockdown was announced. Brendan and staff congratulated on how lockdown was managed and communicated to staff and students. Approximately 50 students have internet access issues. Brendan working with MoE and staff on a plan for these students.</p> <p>Brendan moved Principals Report be accepted, seconded by Catherine.</p>
<p><b>4. Strategic Planning –</b></p> <p>a) Policy Reviews</p> <p><u>Term 1 Review</u></p> <p>Recognition of Cultural Diversity</p> <p>Staff Leave</p> <p>Separated Parents, Day to Day Care, and Guardianship</p> <p>b) Charter Update</p> <ul style="list-style-type: none"> <li>● Next Steps - Living Document</li> </ul> <p>c) Assurances</p>		<p><b>Strategic Planning</b></p> <p>Reminder to do the School doc reviews.</p> <p>Charter – need to consider next steps. Charter is a living document so will continue to evolve.</p> <p>Audit for 2018 looks to have been completed – Brendan to confirm it has gone to MoE. Chasing auditor to ensure 2019 audit is completed more timely.</p> <p>Teacher registration check – is done when staff are employed and a reminder is in the system.</p> <p>Community survey results – camps. To be delayed till we can meet face to</p>

<ul style="list-style-type: none"> <li>● Annual Report to Auditor</li> <li>● Teacher Registration Check</li> </ul> <p><b>d) Community Survey Results</b></p> <ul style="list-style-type: none"> <li>● Camps</li> </ul> <p><b>e) 5/10yr PP Update</b></p> <ul style="list-style-type: none"> <li>● 5/10 year priorities</li> <li>● Flooring</li> <li>● HVAC</li> <li>● Cladding</li> <li>● Technology Block</li> </ul> <p><b>f) ERO Longitudinal Plan - Letter from ERO</b></p> <p><b>g) Attestations</b></p> <p>2018 Audit Report</p>		<p>face. 5/10yr PP update</p> <p>Project update in Principals Report</p> <p>John questioned process in adding Driveway, Courts and Swimming Pool to Plan. Driveway added as a result of motion from December Board Meeting. Other projects added on Ministry Property Advisors advice. Kerry acknowledged courts and swimming pool should perhaps have gone before the full Board for discussion prior to adding, however was working on Ministry advice and previous board discussions that supported these projects. John questioned due process for Driveway being added, and whether this should be paused until a full Board discussion on priorities is held. Kerry explained process followed, result of Board motion at December Meeting. John left meeting at this point. Discussion on a motion to pause progress on the driveway, no motion put forward. Suggested to have Property Plan meeting separate to this meeting. Driveway project to proceed.</p> <p>ERO Longitudinal Plan – letter from ERO acknowledging areas where improvements have been made and areas where works should continue.</p>
<p><b>Any Urgent General Business</b></p> <p>To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>		<p>Urgent General Business – none raised.</p>
<p><b>5. In-committee</b></p> <ul style="list-style-type: none"> <li>● In-committee Minutes</li> <li>● Principals Appraisal</li> </ul> <p>Consider Appraisal Goals</p> <p>Matters Arising</p>		<p>In committee 7.30pm. Out of committee 7.45pm.</p>
<p><b>Meeting Closure</b></p> <ul style="list-style-type: none"> <li>● Preparation for next meeting <ul style="list-style-type: none"> <li>- 10YP</li> <li>- Canteen</li> </ul> </li> </ul>		<p>Preparation for next meeting 10YP Canteen Closing Karakia – Aaron</p>

Closing Karakia		
<b>Date of Next Meeting: Wednesday 6<sup>th</sup> May 2020 6.30pm</b>		
Meeting closed		7.55 pm

To be signed  27/5/20