

# Board of Trustees

## Meeting Minutes

**Wednesday 3<sup>rd</sup> June 2020**

6.30 pm Staff Room

**Meeting Commenced 6.35pm**

*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>	<ul style="list-style-type: none"> <li>a. Aaron</li> <li>b. Brendan, Kerry, Aaron, Catherine, Bruce, Graham, Melissa via zoom, John, Hine via zoom left at 7.30</li> <li>c. Sue</li> </ul>
<p><b>2. Administration</b></p> <ul style="list-style-type: none"> <li>a) Trustees Code of Conduct</li> <li>b) Confirmation of minutes [Circulated] of last meeting</li> <li>c) Matters arising from previous minutes not covered on agenda</li> <li>d) Correspondence inwards/outwards</li> <li>e) Finance Report April 2020</li> </ul> <p>Update on current financial situation re Term Deposits</p>	<p>Kerry Pearce</p>	<p>Trustees code of conduct raised for discussion. Kerry reads a prepared statement on maintaining the code of conduct, see attached for statement. A discussion was had amongst the parties involved within the board. John agreed a challenge was made in regards to the driveway which was in the public forum. John apologies to the board if he has had a conversation outside the board that breaches the code of conduct. An in-depth discussion was had. It was reiterated that a process is to be followed if there is an official complaint to be made.</p> <p>Confirmation of previous minutes deemed true and correct moved by Catherine seconded by Melissa. All in favour</p> <p>Matters arising: NIL</p> <p>Correspondence: Malcolm flowers insurance, house insurance for the</p>

		<p>year. Water fountain testing results. No ecoli in the water. We are going to redo a water test for metals. Voting for School trustee's letter received.</p> <p>Finance report: See attached</p> <p>Finance committee met. Term investments were discussed. The accountant advised that we keep 100K and spend the rest. We are sitting well at present, with a surplus staffing also. Kerry would like to keep the term deposit \$138,677.00 and then discuss the use of the remainder.</p> <p>Resolution put forward by Kerry that term deposit.#1 be reinvested and #2 and #3 be used. All in favour.</p> <p>Finance report moved by Catherine seconded by Graham. All in favour</p>
<p><b>3. Principals Report</b></p> <p><b>a) Academic Achievement</b></p> <ul style="list-style-type: none"> <li>● Annual Plan Update</li> </ul> <p><b>b) Co-curricular Enrichment</b></p> <ul style="list-style-type: none"> <li>● Covid 19 Impact on Events</li> <li>● Post Covid 19 Feedback - staff, students and community</li> </ul> <p><b>c) Investing in People</b></p> <ul style="list-style-type: none"> <li>● Staff Appraisals</li> </ul> <p><b>d) Inclusiveness</b></p> <p><b>e) Community Relations</b></p> <p><b>f) Building Global Citizens</b></p> <p><b>g) Resources</b></p> <p><b>Monitoring</b></p>	<p>Brendan Carroll</p>	<p>Principals report: See attached</p> <p>John mentioned the attendance issues we are having. This was discussed. NCEA discussed and student achievement.</p> <p>Post Covid the students are doing well. We are advising calm in the school. The devices are slowly being returned that were issued by the ministry.</p> <p>The Transit Van has a crack in the bell housing. The Transit will be disposed of. Brendan has found a Toyota van that he is going to look at. The board is happy for Brendan to purchase if he is happy. (under depreciation)</p> <p>The tech block has been retendered. This was discussed.</p> <p>The fence for the court is being quoted.</p> <p>The money raised for for Mahi Tahi by the students from market day was approx. \$3500.00. The board will match this amount to get this started.</p> <p>Property Working Group to recommence. Kerry, Catherine, Graham and Brendan.</p>

<p>a) Ratification of Stand downs and Suspensions  b) Section 27s  c) FOTCs</p>		<p>Principals report Moved by Brendan seconded by Catherine all in favour Stand Downs x 2 for Fighting</p>
<p>4. Strategic Planning –  a) Policy Reviews  <u>Term 2 Reviews</u>  Documentation and Self Review Policy  Employer Responsibility Policy  b) Charter Update  <ul style="list-style-type: none"> <li>● Next Steps - Living Document</li> <li>● Charter subcommittee?</li> </ul> c) Assurances  <ul style="list-style-type: none"> <li>● Annual Report to Auditor</li> <li>● Emergency Evacuation Procedure Update</li> </ul> d) Community Survey Results  <ul style="list-style-type: none"> <li>● Uniform, as per BoT member request</li> <li>● Next community survey?</li> </ul> e) Property Plan Update  <ul style="list-style-type: none"> <li>● Approval of Plan</li> <li>● Next Steps Property Planning</li> <li>● Mahi Tahī/student voice</li> </ul> f) Attestations  2018 Audit Report</p>		<p>Policy reviews – please do if haven't already.  Charter: Community feedback wanted on the charter. Suggestion of Survey to go out.  Accelerant students discussed. Teaching within the school discussed. Year 10s discussed.  Online learning discussed and the impact on students.  Charter meeting to be had. Wednesday 10<sup>th</sup> June at 6pm. Bring a plate.  Assurances: Annual report, questions still about 2018.  Emergency procedures have been postponed for now due to Covid and not wanting to upset the students.  Uniform, contract has another 3 years to run. We can get out of this with 90 days notice but we have to purchase what they have on stock. Principal advises the board to be careful. The sponsorship account was discussed and how the school uses it.  Property plan for the driveway has been approved and signed off.  Attestations audit 2018 to be followed up with BDO</p> <p>Motion but forward for meeting to go an extra ½ hr by Kerry. All in favour.</p>
<p>5. Any Urgent General Business  To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>		<p>NIL</p>
<p>5. In-committee</p>		<p>In committee 8.24</p>

<ul style="list-style-type: none"> <li>● In-committee Minutes</li> <li>● Principals Appraisal</li> <li>● Draft Appraisal</li> <li>● Consider Appraisal Goals</li> <li>● Matters Arising</li> </ul> <p><b>Meeting Closure</b></p> <ol style="list-style-type: none"> <li>a. Preparation for next meeting</li> <li>b. Closing Karakia</li> </ol>		<p><b>Out of committee 9.08</b></p> <p>Next meeting Property planning Canteen - stock take School Houses – stock take – increases Charter meeting next week Closing Karakia – Aaron</p>
<p><b>Date of Next Meeting: Wednesday 1<sup>st</sup> July 2020 6.30pm</b></p> <p>Meeting closed</p>		
		9.10pm

Signed BOT Chair: 

01/07/20.