

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 30 APRIL 2019
AT 6PM IN THE STAFF ROOM

Present: Sean Hyland-Mills, Chris Betty, Sue Askew, Matt Preston, Claudia Duffus, Robyn Grey, Kelly McCardle, Carmen Delle Donne and Lesley MacMichael.

Apologies: Kelly Sinfield

Sean Hyland-Mills at meeting with Mike Leach (Principal's Appraiser) from 6.00-6.15pm.

ADOPT THE AGENDA

Moved: R Grey Seconded: S Askew

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 26 March 2019.

Moved: M Preston Seconded: R Grey

Matters Arising:

- Student Rep said there was no interest in rain cover. Students' preference was for shelter and heat pumps in class.
- Sean contacted Spark regarding South Island home internet initiative but could not get any information.
- Principal spoke to MOE about Hauraki Plains College private bus service from Hunua. He is not hopeful. CB
- Science/Lab safety protocols to be added to enrolment form.
- Little feedback from Board and staff for Tomorrow's Schools' review so did not make a submission. Will be covered by other schools.
- Lockdown procedure to be arranged. CB/PM
- Lack of school news/communication – looking at appointing someone to cover news, Facebook, website and school magazine. Just need to look at cost. Robyn suggested using more of phone app. CB

HEALTH & SAFETY REPORT

Matters Arising – none.

Move that the Health & Safety report be accepted

Moved: C Betty Seconded: R Grey

PROPERTY REPORT

Matters Arising

- Peter Moody looking at tenders for Te Atarua leaks.
- Teaching staff met to discuss Master Plan. Next Board meeting we will have 20 minutes on the feedback.

Move that the Property report be accepted

Moved: C Betty Seconded: C Delle Donne

Sean Hyland-Mills returned from Principal Appraisal meeting at 6.15pm.

Action

FINANCE REPORT

Finance Minutes tabled at meeting by the Principal.

Matters Arising

- Expenditure 22% overall – 3% less than last year which is good.
- There is more International activity still to come.
- We had an issue with TEC and had to pay them \$65,000. We have put in an appeal and hope to get it back.
- Introducing *Nga Uri a Maui* carving course for Y10 boys. Tutor is ex-student. Finance committee approved \$5000 for the project.

Move that the Finance report be accepted.

Moved: C Betty Secoded: S Askew

POLICY – None.

PTA REPORT

Matters Arising

- Keen to start Cultural Night event from next meeting.
- Peter Moody outlined the concept for Outdoor Adventure playground to PTA members. Check noise levels for Admin area and possible health & safety issues.

Move that the PTA report be accepted.

Moved: C Betty Secoded: M Preston

STUDENT REPORT

- A fun night with great turnout at Y7-10 social. Y13s provided help.
- Successful Y7&8 Market Day with students gaining experience of running their own business. Students, parents and the community supported by purchasing products. Senior students assisted with cashflow. \$5000 profit for Y7&8 – Principal to check with Preeti Walia as to where the funds will go.
- Te Whariki students enjoyed the Special Olympic swimming carnival held in Mangere recently.
- Carey Grammar School (Australia) visited us to play netball with our students. All the girls displayed great skills on court, while learning from one another. Principal suggested we plan a visit to Carey Grammar.
- At the St John National Youth Festival, Dylan Courtney came third in New Zealand in the Emergency CPR competition - a great success as his competitors were from all over New Zealand.
- Carmen spoke to the Student Council about fundraising for the shelter. Only two were interested. They thought there should be more shelter around canteen area. Although students believed shelter could be improved, the majority voted to fundraise for air conditioning (heat pumps) in classrooms.
- A few students have complained about uniform regulations regarding facial piercings. Many mentioned it in relation to bringing it to the board, but no-one has taken it further than a petty complaint.

CB

CB

LM

Move that the Student report be accepted.

Moved: C Delle Donne Secoded: M Preston

CORRESPONDENCE

Item #1: New Appointments National Panel letter of 9/4/2019 – see *Principal Report*.

Late Correspondence:

1. Confirm notice to parents 29 April 2019 re Academic Conferencing (9 May) and Staff Only Day (31 May).
Moved: C Betty Secoded: S Hyland-Mills
2. STA News April 2019
3. MOE letter 11 April 2019 – Final Banking Staff Balance for 2018.

Moved that the inward correspondence be accepted and the outward be confirmed.

Moved: C Betty Secoded: S Hyland-Mills

PRINCIPAL'S REPORT

Move the Board sends a letter to the Y7&8 teachers for their efforts and to pass on the Board's congratulations to students for an outstanding effort.

Moved: C Betty Secoded: S Hyland-Mills

Charter, 2019 Annual Plan and the 2018 Analysis of Variance – see *General Business*.

Te Kaahui Ako o te Puuaha o Waikato Appointments

Move the Board confirms the fixed-term appointment of Preeti Walia to the position of *Across School Leader* from 29 April 2019 to 27 January 2021. Along with the appointment is a 0.4FTE time allowance (delivered 1-day p.w. with a further accumulation of 1 day p.w. delivered each term as and when required) and an allowance of \$16,000.

Moved: C Betty Secoded: C Duffus

Move the Board confirms the fixed term appointment of Melanie Delaney to the position of *Within School Leader* from 29 April 2019 to 27 January 2021. Along with the appointment is a 0.08FTE time allowance (accumulated and delivered at the end of each term as and when required) and an allowance of \$8,000.

Moved: C Betty Secoded: S Hyland-Mills

Move the Board confirms the fixed term appointment of Lee-Anne Shaw to the position of *Within School Leader* from 29 April 2019 to 27 January 2021. Along with the appointment is a 0.08FTE time allowance (accumulated and delivered at the end of each term as and when required) and an allowance of \$8,000.

Moved: C Betty Secoded: R Grey

Move the Board changes the status of Grant Miles' permanent management units from three to two and one fixed-term management unit from 29 April 2019 to 27 January 2021.

Moved: C Betty Secoded: R Grey

Move the Board confirms the fixed term appointment of Grant Miles to position of *Within School Leader* from 29 April 2019 to 27 January 2021. Along with this appointment is a 0.08FTE time allowance (accumulated and delivered at the end of the term, as and when required) and an allowance of \$8000.

Moved: C Betty Secoded: R Grey

Move the Board confirms that Chris Betty, Principal Tuakau College, has Board permission to re-apply for the Lead Principal's role from May 2019 to May 2021.

Moved: R Grey Secoded: S Hyland-Mills

LM

Sue Askew left the meeting at 6.45pm.

KAAHUI AKO SUMMARY OF APPOINTMENTS 2019-2021	
Across School Leaders	Within School Leaders
Shirley Scott, Onewhero Area School Preeti Walia, Tuakau College	Jo Dutton, Harrisville School Mary Astle, Onewhero Area School Lisa Swift, Pukekawa School Melanie Devaney, Tuakau College Grant Miles, Tuakau College Lee-Anne Shaw, Tuakau College

Last month, I outlined the agreed number of *Kaahui Ako* positions. There is a shortfall in allocating all the positions which we do not have to use, but the option is there. Pokeno and Te Kohanga had no candidates for *Within School* positions. Mercer and Tuakau Primary had candidates but withdrew due to promotion. We had only two candidates for *Across School* positions. The Ministry, based on our roll, allocated two *Across School* and fourteen *Within School*. *Kaahui Ako* agreed for Tuakau College to have two *Within School* positions. I then requested permission to appoint three, which was agreed. The principals will encourage their staff to apply for the remaining *Within School* roles and we will have another appointment round at the end of Term 2. We still have eight *Within School* roles to appoint BUT do not have to use but would be nice to have people there to support the other schools.

The school has applied to *Genesis-school-gen* trust that aims to support schools by providing the equipment so students can grow their understanding and interest in STEM, as well as energy efficiency and renewable energy through installation of solar panels.

Move the Board confirms the Enrolment Zone draft timeline. We will not do a brochure drop.
Moved: C Betty Secoded: R Grey

Move the Board agrees not to open enrolment zone from 2 October 2019 to mid-January 2020. If roll is down, zone can be opened at certain year levels. Senior management to make the decision.
Moved: C Betty Secoded: C Duffus

International area has been busy – detailed report to come.

CB

NCEA review – refer to report in *General Business*.

Move the Board confirms the fixed-term appointment of Lynton de Kock as Y7&8 teacher (0.6FTE)
Moved: C Betty Secoded: C Duffus

Move the Board confirms Robert Taylor stays on until 10 June 2019 to cover for his replacement, Chris McGarvey, whose appointment will be confirmed at the next meeting.

Principal to organize for Grant Miles to talk to board regarding Digital Technology programme.
Moved: C Betty Secoded: C Delle Donne

CB

Move that the Principal’s report be accepted.
Moved: C Betty Secoded: S Hyland-Mills

GENERAL BUSINESS

1. Move to confirm the Annual Plan and Charter (these are available on website).
Moved: C Betty Secoded: C Duffus
2. Move to appoint Christine Yeager as Returning Officer for NZSTA Trustee Elections 2019.
Moved: C Betty Secoded: S Hyland-Mills

LM

3. Move to confirm the Analysis of Variance 2018.
Moved: C Betty Seconded: C Delle Donne
4. Move to confirm the *KiwiSport* Analysis of Variance 2018.
Moved: C Betty Seconded: R Grey
5. A revised 2018 NCEA Results Summary was tabled as there was an error in the original version. Principal and Board discussed the results. Need to focus on Level 3 and U.E.
Move to confirm the revised 2018 NCEA Results.
Moved: C Betty Seconded: C Delle Donne

Ashley Jacobs left the meeting at 7.20pm.

IN-COMMITTEE BUSINESS

Move into committee at 7.30pm.

Whilst in committee, the Board discussed matters according to the In Committee minutes.

Move out of committee at 7.30pm.

Meeting finished at 7.35pm.

Next meeting: **Tuesday 28 May 2019 at 6pm.**