

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
HELD ON TUESDAY 25 JUNE  
AT 6PM IN THE STAFF ROOM

Present: Chris Betty, Ashley Jacobs, Sean Hyland-Mills, Kelly Sinfield, Matt Preston, John Everitt, Carmen Delle Donne, Hemoata Wanakore-Flavell and Lesley MacMichael.

Apologies: Kelly McCardle

Absent: Anna-Marie Kingi

Principal welcomed the new board and outlined the role of the Board. Introductions made.

**ADOPT THE AGENDA**

*Moved: C Betty      Seconded: K Sinfield*

**DECLARATION OF INTEREST** – None.

**ELECTION OF BOARD CHAIR AND DEPUTY**

Move to co-opt Sean Hyland-Mills to the Board on a 3-year term.

*Moved by: K Sinfield      Seconded: H Wanakore*

Kelly Sinfield moved to nominate Sean Hyland-Mills as Board Chair.

*Moved by: K Sinfield      Seconded: C Duffus*

Claudia Duffus moved to nominate Kelly Sinfield as Deputy Chair.

*Moved by: C Duffus      Seconded: C Delle Donne*

**MINUTES OF THE PREVIOUS MEETING**

Move the Minutes of the Meeting of 28 May 2019.

*Moved: C Betty      Seconded: K Sinfield*

*Matters Arising:*

- During the holidays, Principal to arrange a meeting with family with zone enrolment issues.
- Move the results of the Parent Trustee Election tabled at last meeting.

*Moved: C Betty      Seconded: S Hyland-Mills*

**HEALTH & SAFETY REPORT**

*Matters Arising*

- A double dose of Boostrix was administered to a student. A change in the Health & Safety report/minutes needs to reflect that this was an external issue and not our school nurses who had made the error.
- Incident where a parent had attempted to enter a classroom following bullying between two students. Parent banged on classroom window and used bad language. The incident was diffused by staff who acted appropriately. NZ Police were called. The parent was trespassed and was apparently extremely remorseful.

Move that the Health & Safety report be accepted

*Moved: C Betty      Seconded: K Sinfield*

Action

CB

PM  
(done)

**PROPERTY REPORT**

*Matters Arising*

- 1 September start for gym.
- \$7500 no longer correct figure. Preferred contractor in dispute – MOE will not take them on.
- Four community groups supporting Adventure Playground.

Move that the Property report be accepted

*Moved: C Betty                      Seconded: K Sinfield*

**FINANCE REPORT** - tabled at meeting by the Principal.

*Matters Arising*

- International department has \$813 outstanding following the Japanese trip. A Jacobs did not support a write-off for the claim. After other expenses were agreed upon, \$260 is to be paid by August. K Sinfield – set guidelines and Board approval for trips.
- HOD Art requested an additional \$2138 for class materials as she had made an error in calculating her budget. This was approved by the Finance committee.
- Principal to check on government option of giving schools who remove student donations a \$150 per student payment.

CB

Move that the Finance report be accepted.

*Moved: S Hyland-Mills                      Seconded: R Grey*

**POLICY** – None.

**PTA REPORT**

*Matters Arising*

- Graduation Dinner will be run by school this year.

Move that the PTA report be accepted.

*Moved: C Betty                      Seconded: C Duffus*

**STUDENT REPORT**

*Matters Arising*

- Asked if students could sign out on an App. A Jacobs said it was a legal issue.
- Beanies – refer to last meeting minutes where Board would consider if enough students supported.

Move that the Student report be accepted.

*Moved: C Delle Donne      Seconded: M Preston*

**CORRESPONDENCE**

- Move the Board accepts the resignation of Board member, Robyn Grey, effective 28 June 2019.  
*Moved: C Betty      Seconded: K Sinfield* LM
- Kelly queried the auditor's note regarding Accounts Administrator. Principal advised this was referenced yearly. However, school do not have the staff to split every accounts duty.
- Move that the Board confirms the paid union meeting for support staff on 28 June 2019.  
*Moved: C Betty      Seconded: S Hyland-Mills*
- Move that the Board confirms the results of the Staff Trustee Election.  
*Moved: C Betty      Seconded: C Duffus*
- Move that the Board approves payment of the Returning Officer invoice.  
*Moved: C Betty      Seconded: C Duffus*
- Move that the Board confirms the PPTA paid union meeting to vote on the STCA settlement on 27 June at 1.30pm. The school will be open in the afternoon with limited supervision.  
*Moved: C Betty      Seconded: C Duffus*
- Move that the Board confirms a request for leave for Kathryn Garthwaite to travel to Italy from 26 August to 13 September 2019 to present her thesis at conference. This will be leave without pay and extra time we owe her. LM  
*Moved: C Betty      Seconded: C Duffus*
- Move the Board accepts the resignation of Science Lab Technician, Erin Mills, effective 25 July. LM  
*Moved: C Betty      Seconded: K Sinfield*

Moved that the inward correspondence be accepted and the outward be confirmed.  
*Moved: C Betty      Seconded: C Duffus*

**PRINCIPAL'S REPORT**

- Reo Rua team visited schools. Hope to move Reo Rua into Year 9. NZ/Maori curriculum – awesome programme.
- Concerns regarding NCEA review. Performance appraisal – group set up. Forward thinking. John Everitt wondered how this would work with those impossible to fire. More difficult to get rid of.
- Board to send a letter of congratulations to Kathryn Garthwaite. LM
- Move the Board approves leave for Ronnie Walia for 32 weeks if accepted for 2020 study award.  
*Moved: C Betty      Seconded: M Preston*
- Move the Board approves leave for Catherine Rivers-Smith for 40 weeks if accepted for 2020 study award.  
*Moved: C Betty      Seconded: K Sinfield*
- Some NCEA exams will be done online – English and History. John Everitt was not aware of History being done online.
- Principal confirmed he will contact Kohanga Reo for talks on joining Kaahui Ako.
- International
- International may attend Berlin Fair – proposal to Board before approval. CB

- Discussion on international student fees. Move to change yearly fee from \$14k to \$13.5k in line with comparable schools. Principal to get an outline of fee for one term; two terms and three terms and include in fees structure.

*Moved: C Betty*

*Seconded: J Everitt*

- Move the International Student fees for 2020

*Moved: C Betty*

*Seconded: K Sinfield*

Move that the Principal's report be accepted.

*Moved: C Betty*

*Seconded: K Sinfield*

## GENERAL BUSINESS

1. International Student Fee Proposal – *approved in Principal's report.*
2. NZSTA 2019 Conference in Dunedin – Hemoata asked if Board could offer financial assistance towards this. Principal agreed to pay half (Tuakau Primary paying the other half).  
*Moved: C Betty*                      *Seconded: K Sinfield*
3. Board welcome to attend Matariki celebration on 4 July at 6pm in the gym.

*A Jacobs left the meeting at 7.30pm*

Move into committee at 7.30pm.

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

Move out of committee at 7.50pm.

Meeting finished at 7.50pm

Next meeting: **Tuesday 30 July at 6pm.**

CB