

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 1 OCTOBER 2019
AT 6PM IN THE STAFF ROOM
(September meeting rescheduled)

Present: Chris Betty, Kelly Sinfield, Matt Preston, John Everitt, Claudia Duffus, Kelly McCardle, Rose Salani, Hemoata Wanakore-Flavell, Anna-Marie Kingi and Lesley MacMichael.

Apologies: Sean Hyland-Mills

Welcome and introductions for our new BOT Student Representative, Rose Salani.

ACTION

ADOPT THE AGENDA

Moved: C Betty Seconded: K Sinfield

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 27 August 2019.

Moved: C Betty Seconded: K Sinfield

Matters Arising:

- Enrol zone issues sorted – the students concerned were able to enrol in the *Out of Zone* ballot.
- Overseas tour funding for staff. Auditor General guidelines must be followed. The costs change frequently and July is a peak month to travel. Hope to have more information by end of year.
- Principal to check if Kathryn Garthwaite could stay until end of year.
- Principal confirmed to John that 2020 timetable proposal had been approved in July.
- Hemoata felt we needed to be more proactive on staff wellbeing.

CB

Anna-Marie Kingi arrived 6.15pm.

HEALTH & SAFETY REPORT

Matters Arising – none.

Move that the Health & Safety report be accepted

Moved: C Betty Seconded: K Sinfield

PROPERTY REPORT

Matters Arising

- Gym work underway and Music room started.
- Janie felt school needed to be more serious about recycling. Refer to Property committee to consider and possibly Student Council. Principal to review food packaging in canteen.
- Hemoata – Jacque Hema memorial still needs to be done. Principal to speak to Nuku.

CB

CB

Move that the Property report be accepted

Moved: C Betty Seconded: K Sinfield

FINANCE REPORT – Principal tabled the Minutes from the Finance Meeting 24 September.

Matters Arising

- In response to a query from Hemoata, Principal explained overstaffing to the Board. Principal and Senior Leadership Team (SLT) will keep an eye on staffing.
- Ashley Jacobs to give the Board an overview on Board finances.

Move that the Finance report be accepted.

Moved: C Betty Seconded: K Sinfield

The Board committees were updated as follows:

PERSONNEL	H&S/PROPERTY	FINANCE	PRINCIPAL APPRAISAL	POLICY
CHRIS BETTY	CHRIS BETTY	CHRIS BETTY	SEAN HYLAND-MILLS (CHAIR)	CHRIS BETTY
HEMOATA WANAKORE-FLAVELL	CLAUDIA DUFFUS	SEAN HYLAND-MILLS	KELLY SINFIELD (DEPUTY CHAIR)	SEAN HYLAND-MILLS
SEAN HYLAND-MILLS	JOHN EVERITT	KELLY SINFIELD	NO OTHER MEMBERS REQUIRED	KELLY MCCARDLE
JOHN EVERITT (STAFF REP)	ROSE SALANI	KELLY MCCARDLE		ANNA-MARIE KINGI
ROSE SALANI (STUDENT REP)	MATT PRESTON	JOHN EVERITT		
		ASHLEY JACOBS, DP - ASSOCIATE IN CHARGE OF FINANCE.		

POLICY – None.

PTA REPORT

Matters Arising – none.

Move that the PTA report be accepted.

Moved: C Betty Seconded: K McCardle

STUDENT REPORTS - August and September 2019 (Carmen Delle Donne)

Matters Arising – none.

Move that the August and September 2019 Student Reports be accepted.

Moved: C Betty Seconded: K Sinfield

CORRESPONDENCE

- *Item #1* - Move the Board accepts the resignation of Katharina Ahrens effective 27 January 2020.
Moved: C Betty Seconded: K McCardle
- *Item #2* – NZSTA invite to Maori Hui. Principal spoke to ERO who are conducting research on Te Reo Maori in non-Kura Kaupapa secondary schools.
- *Item #3* – Principal has replied to Official Information Request from NZ Anti-Vivisection Society.

Late Correspondence

- Move the Board accepts the resignation of Caroline Flynn, Assistant Head Science, effective 27 January 2020.
Moved: C Betty Seconded: K Sinfield
- The Principal received a verbal resignation yesterday from Jessica Norton, Assistant Head English. Move that the Board accepts the verbal resignation of Jessica Norton.
Moved: C Betty Seconded: K McCardle

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

Moved: C Betty Seconded: K Sinfield

AJ

Ltr done
2/9

LM

LM

PRINCIPAL'S REPORT

- Timetable decisions to determine senior subject lines for 2020.
 - Move that the Board retrospectively approves the Y13 Outdoor Ed camp on 20 September 2019.
Moved: C Betty Seconded: J Everitt
 - Principal advised the Board that Saskia Nickless did not apply for a study award.
 - We have re-advertised HLA Science, as well as Assistant HLA Science, Science teacher, English teacher and Assistant Head English. This will hopefully give more scope for us to appoint.
 - Principal has extended hours for Jess Paton, Media Manager.
Move that the Board confirms an increase in Jess Paton's hours from 20 to 30 hours per week from 16 September to 13 December 2019. Jess will also manage the school electronic signs.
Moved: C Betty Seconded: K Sinfield
 - Digital curriculum will be compulsory from Term 2 2020. Principal outlined the MOE developments towards ensuring all Y7-10 learners have the knowledge and skills needed to drive the development and application of new technologies.
 - Guaranteed Minimum Funding Staffing (GMFS) for 2020 is 604.
 - Move that the Board confirms all *Out of Zone 2020* places in recent ballot.
Moved: C Betty Seconded: R Salani

Zone can be opened again in January/February. Kelly McCardle asked if zone could be opened in December. Principal suggested we leave for another month to see how enrolments are going.
 - The International department has finished for the year. A *Code of Practice* audit will be completed.
 - Principal to meet with SLT to discuss discipline issues, stand downs and suspensions.
 - Move that the Board confirms new uniform supplier, SAS Uniforms, starting July 2020.
Moved: C Betty Seconded: K Sinfield
- Move that the Principal's report be accepted.
Moved: C Betty Seconded: M Preston

CB

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GENERAL BUSINESS

1. Student BOT Representative Election
Congratulations to Rose Salani on being elected BOT Student Representative.
2. Digital Curriculum – covered in *Principal report*.
3. Staffing 2020 – covered in *Principal report*.
4. Timetable Proposal – referred back to school management.

Move into committee at 7.20pm.

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

Move out of committee at 7.50pm.

Meeting finished at 8.00pm

Next meeting: **Tuesday 29 October at 6pm.**