

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 27 AUGUST 2019
AT 6PM IN THE STAFF ROOM

Present: Sean Hyland-Mills, Chris Betty, Claudia Duffus, Kelly McCardle, Carmen Delle Donne, Anna-Marie Kingi and Lesley MacMichael.

Apologies: John Everitt, Matt Preston, Hemoata Wanakore-Flavell and Kelly Sinfield.

The meeting started later at 6.40pm due to there not being a quorum. This was rectified following some phone calls. Carmen arrived at 6.40pm and Anna-Marie at 7.00pm.

ADOPT THE AGENDA

Moved: C Betty Seconded: S Hyland-Mills

DECLARATION OF INTEREST – None.

MINUTES OF THE PREVIOUS MEETING

Move the Minutes of the Meeting of 30 July 2019.

Moved: C Betty Seconded: S Hyland-Mills

Matters Arising:

- Update on family that breached enrolment zone requirements (*discuss In Committee*).
- BOT overseas tour staff funding - referred to Finance committee.

HEALTH & SAFETY REPORT

Matters Arising – none.

Move that the Health & Safety report be accepted

Moved: C Betty Seconded: K McCardle

PROPERTY REPORT

Matters Arising

- Principal met with architects and project manager today with some decisions made. Gym project will start 9 September and Music project on 30 September.

Move that the Property report be accepted.

Moved: C Betty Seconded: S Hyland-Mills

Action

CB
CB/
Finance

FINANCE REPORT

Finance Minutes tabled at meeting by the Principal.

Matters Arising

- Defer overseas tour staff funding to next month when Finance committee meets.

Move that the Finance report be accepted.

Moved: C Betty Seconded: C Delle Donne

POLICY – None.

PTA REPORT

Matters Arising – none.

Move that the PTA report be accepted.

Moved: C Betty Seconded: C Duffus

STUDENT REPORT

The Student Report for August 2018 was inadvertently downloaded to GOOGLE Board folder for this month. The correct report will be tabled at the next meeting.

Anna-Marie King arrived (7.00pm).

CORRESPONDENCE

Item #2 – Move that the Board approves a leave request for Jo Buttery from 27 February to 4 March 2020 to be bridesmaid at her best friend's wedding in Perth, Australia.

Moved: C Betty Seconded: S Hyland-Mills

Item #3 – see Principal's report. Principal to draft response and email to Sean.

Item #4 – Move the Board accepts the resignation of Kathryn Garthwaite, effective 17 October 2019.

Moved: C Betty Seconded: S Hyland-Mills

Item #5 – Move that the Board approves and confirms Study Award leave granted to Catherine Rivers-Smith from 3 February to 6 November 2020.

Moved: C Betty Seconded: A Kingi

Item #6 – Move the Board accepts Pikiteora Mura-Hita's resignation from the start of 2020 academic year. Further information to follow in *Principal's Report*.

Moved: C Betty Seconded: S Hyland-Mills

Item # 11 (P.E.B) – Discussed and moved in committee that the Board send a letter regarding enrolment.

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

Moved: C Betty Seconded: K McCardle

Action

Finance
Committee

LM

CB

LM

LM

LM

CB

PRINCIPAL'S REPORT

Principal explained the reasons behind the change to 2020 school finish time. There was an error in the initial calculations that meant the lunch break would be too short, therefore a decision was made to change the time to 3.30pm.

Move the Board accepts the adjustment to the end of the day in 2020 to finish at 3:30pm each day, except Wednesdays when we finish at 2:35pm.

Moved: C Betty Secoded: C Delle Donne

Principal outlined the reasons behind Level 1 Science not being compulsory and ran through comparisons with 2018/2019 (*see Principal's report*).

Move the Board confirms the appointment of Louise Ramsay to the permanent part-time position of Science Technician for 20 hours a week, term time only.

Moved: C Betty Secoded: Claudia Duffus

Move the Board sends a letter of congratulations to Catherine Rivers-Smith on her Study Award to undertake a Maori language course. Leave moved in *Correspondence*.

Moved: C Betty Secoded: S Hyland-Mills

LM

Move the Board confirms the permanent appointment of Michelle van der Byl to the position of Year 7&8 teacher commencing Monday 26th August 2019.

Moved: C Betty Secoded: S Hyland-Mills

Move the Board confirms the permanent appointment of Pikiteora Mura-Hita to the position of Head of Maori with permanent 2MU and 2MMAs effective from 27 January 2019.

Moved: C Betty Secoded: Anna-Marie Kingi

Late correspondence dated 21 August, tabled at meeting by Principal:

Move the Board accepts Katie Ahren's resignation from the start of the 2020 academic year.

Moved: C Betty Secoded: S Hyland-Mills

LM

Advised the Board that we need to purchase *Computers on Wheels* (COWs) for this year and next, if possible. Wants to reduce number of computer rooms by one and make ICT more accessible in all areas. Many of these computers need replacing or upgrading. The Board has provided projectors to almost every room and this has been awesome for staff.

A productive Te Kahui Ako meeting was held recently with all *Within School* leaders. Te Ako is doing well and the *Across Schools'* leaders are awesome.

Moved: C Betty Secoded: K McCardle

Roll is high and continues to grow. MOE's 2020 roll projection is 643 (which we think is too high).

Need to do something regarding stand downs. Staff wellbeing currently not great. Work with staff on short restorative meetings and responding appropriately to behaviour. Sean has seen a resurgence of local youths hanging around. Speak to Todd again.

Nihon University High School international student group from Japan arrived on 21 August for a three-week stay.

Move that the Board approves overnight trip for Y13 Outdoor Ed to Paerata on 20-21 September.
Moved: C Betty Seconded: A Kingi

Move that the Principal's report be accepted.
Moved: C Betty Seconded: K McCardle

GENERAL BUSINESS

BOT Student Rep Election

Currently only one nomination although several students have picked up nomination forms. Nominations close Friday 6 September. Election date Friday 20 September.

IN-COMMITTEE BUSINESS

Move in committee at 7.23pm

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 24 September 2019 at 6pm.**