



BOARD OF TRUSTEES

Minutes of meeting held 23 September 2020

1 PRESENT

- Charles Breurkes (Chair), Andrea Griffin (Acting Principal), Murray Paull, Chris Dann, Brent Crammond, Andrea Loubser
- Victoria Ding (new Student Trustee) and Anna Kenworthy (retiring Student Trustee) for item 4

1.1 In attendance

- Matt White (Acting Associate Principal), Sheryl Crase (minutes)

2 APOLOGIES

- Phil Holstein, Tracy Scott

3 MEETING COMMENCEMENT

- 5:00pm

4 INTRODUCTIONS AND THANKS

- The Chair introduced trustees to Victoria and acknowledged and thanked Anna for her contribution to board discussions over the last year. Following presentation of a gift to Anna, Victoria and Anna left the meeting.

5 SUMMARY OF ACTIONS

No	Issue	Meeting Date	Action required	Person
1	Kāhui Ako	23/09/20	Send copy of MoU to Chris	Charles
2	Risk Management Policy	23/09/20	Discuss cyber-security risks with Tom	Chris

6 REGISTER OF INTERESTS

- No changes advised.

7 APPROVAL OF MINUTES 28 AUGUST 2020

- *Moved from the Chair* that the minutes be approved as a true and correct record. Carried.

8 CORRESPONDENCE

- The following items of correspondence were noted:
 - Kāhui Ako Leaders' Report. ACTION: Charles to send Chris a copy of the MoU
 - James McNeill (notice of resignation from BoT and acknowledgement from the Chair).

9 CHAIR'S BUSINESS

Election of Deputy Chair

- Noted that, as a result of James' resignation, the role of Deputy Chair had become vacant. The Chair called for nominations, noting that a nomination had been received for Brent Crammond (nominated by Tracy Scott).
- There being no other nominations, Brent was elected unopposed.

New Trustee

- Agreed to select a trustee to fill the place vacated by James, and agreed that it would be useful to bring a Māori or Pasifika perspective to board discussions. Matt White will give some thought to identifying potential candidates from within the school community.

10 ACTING PRINCIPAL'S REPORT

- Andrea G highlighted key points in her written report, noting that this term there had been a focus on collegiality and kindness. She thanked Matt for stepping into the role of Associate Principal and for the support he had provided to her as Acting Principal. Key points were:
 - With the move to Level 1, there are number of events able to take place, including the School Formal.
 - The decision to cancel senior school examinations this year and to have students on site for instruction had worked well however the combination of teaching and marking had created additional workload for staff.
 - The SLT planning day had provided a good opportunity analyse and reflect on the lockdown data, to discuss how to incorporate the learnings, and to look at future planning.
 - All deadlines relating to the Teacher Aid Collective had been met with new contracts now in place.
 - All Covid-19 funding applications had been approved.
 - Agreed it would be useful to postpone review of the Yr 13 leavers data until Yr 12 data was also available.
 - 2021 enrolment – while aiming to reduce Yr9 enrolments to 465, 460 enrolments have already been received to date. The number still to enrol is unknown.
- *Moved Andrea G, seconded Brent* that the Acting Principal's report and recommendations therein be approved. Carried.

11 FINANCE REPORT

- Andrea L spoke to the written finance report, noting that results were positive for the month of August, although this included government funding for the teachers' pay equity, and once this had been expended, results would be close to budget. Key points were:
 - There was little change to the forecast from last month, and if monthly results continued to track positively, it is likely that the year end result could be favourable to budget.
 - The Board's approval of a centralized approach to budgeting in light of the current pandemic environment has been communicated to budget holders, and budget meetings will now be scheduled with relevant staff.
 - Financial management policies have been reviewed, with final changes now being completed. The Risk Management Policy requires a lot more work and the Finance Committee will be taking into consideration compliance with international standards.
 - The Finance Committee has recommended that automation of accounts payable function is considered as a means of creating efficiencies within the finance team.
- *Moved Andrea, seconded Charles* that the Finance Report be approved. Carried.

12 POLICY REVIEWS

Financial Management

- Chris advised that this was essentially a master policy, with subsidiary policies. It is hoped to table a final draft for board approval next meeting.

Gifts and Koha Policy

- *Moved from the Chair* that the Gifts and Koha Policy be approved subject to final adjustments. Carried.

Theft and Fraud Prevention

- *Moved from the Chair* that the Theft and Fraud Prevention Policy be approved. Carried.

Timetabling

- Andrea G confirmed that the PPTA are happy with the final draft.
- *Moved from the Chair* that the Timetabling Policy be approved. Carried.

Assessment Policy

- Noted that the revised Assessment Policy is now with Chris for final review.

Prevention of Student Bullying

- Andrea G confirmed this policy is still in development.

Risk Management

- Brent noted that cyber security (particularly relating to financial matters) was a realistic risk. ACTION: Chris to discuss with Tom.

13 PROPERTY REPORT

- Brent provided an update on property matters, highlighting the following points:
 - Following a review of electricity supply costings by Wally Lauder, Facilities Manager, a reduction in costs of 8.5% has been achieved.
 - Aurora Centre – while agreement had been reached regarding some elements, the final account has not yet been finalised.
 - Master planning is progressing well.

14 MOVE TO PUBLIC EXCLUDED

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting, namely – agenda item 11 ("Public Excluded")

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
<i>Student suspension update</i>	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons (i.e. the student the subject of the suspension), being a good reason for withholding information under s9(2) of the Official Information Act 1982 ("OIA").	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
<i>Complaints regarding staff</i>	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons (i.e. those involved in and with the complaints), being a good reason for withholding information under s9(2) of the Official Information Act 1982 ("OIA").	

This resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

15 MEETING CLOSURE

- 7.45pm

SIGNED AS A TRUE AND CORRECT RECORD



 Charles Breurkes, Chair

28/10/2020

 Date