

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 13 FEBRUARY 2017

PRESENT: Chris Allen, Andrea Boyed, Valerie Broomfield, Liz de Kort, Betty Harrison, Kathrine Hughes, Bruce Macdonald, Sine O'Sullivan, Stana Pezic, Sr Rosemary Revell, Kim Spark, Ray Webb

Apologies - No apologies for absence were received

In attendance Karen Mitchell

1. Chris Allen read the opening karakia

R. Webb welcomed members back after the holidays and gave a special welcome to L. de Kort explaining that the Proprietor's Board appointed her following Greg Frittelli's resignation.

R. Webb handed the Chair to C. Allen for the election of the Chairperson.

C. Allen called for the nominations for the Board Chairperson.

A. Boyed nominated A. Boyed, S. Pezic seconded

B. Macdonald nominated R. Webb, R. Revell seconded

R. Webb was duly elected the Chairperson.

C. Allen handed the Chair to R. Webb for the election of the Deputy Chairperson.

C. Allen nominated S. Pezic, R. Revell seconded

B. Harrison nominated A. Boyed, V. Broomfield seconded

S. Pezic was duly elected the Deputy Chairperson.

R. Webb tabled time breakdowns for the meeting as a means of helping the Board more effectively run meetings with long agendas.

2. Special Topic

2.1 Goals 3&4

C. Allen spoke to the update, highlighting that -

the CoL is underway,

House Deans have started

Swimming Sports were held last Friday with the least absences for many years

the Maori Development plan is underway

the Meet the Atawhai teacher event was well attended

the Financial Review is underway

the 60th Jubilee will be held on 18th of March - B. Harrison asked if there was any possibility

of more tickets being released but C. Allen explained that ticketing was limited to a certain number because of catering and no more could be released.

The Sports Department Strategy has been circulated to the college community via a link in the newsletter. The initial effort has been to get a core development plan up and going - this is aimed at Y7&8 students. S. Pezic noted that there was no other initiative to utilise the lake apart from Rowing and Waka activities. C. Allen suggested that feedback would be welcome on the strategy. K. Spark is a member of the sports strategy committee and he volunteered to report back to the Board on the strategy at the next meeting.

2.2 Confirmation of Delegations

A draft document was presented to the Board - delegations need to be filtered down to different levels. The document has been designed to ensure everything is covered. K. Hughes recommended a time limit for feedback from the Board to the Policy Committee. The suggested date for feedback is Tuesday, 28 February.

2.3 Code of Conduct and Register of any Conflict of Interest

This information needs to be updated annually and was circulated to Board members for their completion and signing.

L. de Kort verbally declared conflicts of interest; she is -

A contractor to the Ministry of Education - Project Delivery Manager (State Schools)

An Accredited training Provider with NZSTA working with Board of Trustees Auckland-wide.

2.4 "In Attendance" at meetings

K. Mitchell attends BOT meetings, R. Webb suggested that as Associate Principal, K. Mitchell should attend meetings and be given speaking rights at meetings. It would be useful while C. Allen is away and an important part of succession planning. S. Pezic suggested a roster of SLT members would give the Board a chance to meet other members also.

Motion - Moved that the Associate Principal continues to have the right to attend and speak at Board meetings

Moved/Seconded

R. Webb/R. Revell CARRIED unanimously

3. Minutes of the Previous Meeting

- The Minutes of the meeting held on 12 December 2016 have been circulated.

Motion - Moved: that the Minutes are confirmed as a true and accurate record of the meeting

Moved/Seconded

B. Macdonald/K. Hughes CARRIED unanimously

A. Boyed, L. de Kort, S. O'Sullivan and K. Spark abstained due to their absence from the December meeting.

4. Matters Arising

- Community Engagement communication -
 - There method of response to parents was discussed at length.

Motion - Moved that an open "face-to-face" meeting between the Board and parents be held to discuss the issues raised

Moved/Seconded

V. Broomfield/K. Spark LOST (3 - 5)

It was decided that a group (C. Allen, V. Broomfield and R. Webb) would meet and formulate a response to each of the 9 respondents (these will be sent from the Board Chair and copied to the Board in the outward correspondence). R. Webb to write a response to

the college community to be published in the "Board Corner" of the newsletter.

- The Board Work Plan to be copied to L. de Kort.
- R. Webb to check back on the draft Goals procedural matters with the principal.
- Find out the Proprietor's stance on forming Foundations. There is resistance from the Shareholder who is already registered as a charity. CCAL are open to suggestions. L. de Kort and K. Hughes volunteered to do some scoping out and looking at what other colleges are doing in this area.

5. Correspondence, taken as read

Motion - Moved that the Board accept the inwards correspondence and that the outward correspondence be noted

Moved/Seconded

R. Revell/R. Webb CARRIED unanimously

R. Webb advised the board that a confidential letter of complaint has been received. R. Webb wishes to appoint an independent investigator to look at this complaint.

6. Principal's Report, taken as read

- Highlights discussed were -
 - NCEA results including a 100% pass rate and endorsement rate for Maori students.
 - Sports' session for new parents.
 - Roll - 4 short of the maximum.
 - Staff - 4 x permanent staff left in 2016.

Motion - Moved that the Board accept the Principal's report

Moved/Seconded

R. Webb/S. Pezic CARRIED unanimously

Matters arising from the principal's report

- Leave application for P. Buddle - approved.
- C. Allen, K. Mitchell and teaching staff to be acknowledged and congratulated on the NCEA results and Scholarship results. The Board to send a letter to the college and provide morning tea for the staff. An invitation to attend the Scholars' Assembly on the 22nd of February starting at 9:35am was extended to the Board.

7. Student Representative

- S. O'Sullivan attend the Spirit of Adventure Voyage for BOT Student Representatives, this was very good and has given her a better understanding of her role.
- The new House Deaning structure has commenced, this will be a lot of work for House Deans and some students will complain about the lack of Year level interaction.
- There seems to be little action with Performing Arts even though this was discussed at the Strategic Workshop last year. S. Pezic said the Board should be planning now so that it has the resources to address this in future years - it is imbedded in the Strategic Plan. Performing Arts are to be a focus for 2018 because of commitments the college already has for 2017 but planning and a budget should be worked out in the first part of this year. K. Mitchell noted that the college has employed a tutor for the Pasifika Festival.

9. Financial Report - taken as read

- A contractor has started work on the 2016 Statutory Accounts - the deadline for completion is early March with the Auditors coming in on 23/24 March and the Accounts to be at the Ministry by 31st May.
- There is some concern about the trading results - there could be a 5% movement around the \$370K surplus but it is not believed that this will be a substantial difference.
- An interim resource will be used while the financial structure and the role of the Business Manager are worked out. One option would be to get in a Senior Business Manager plus source a CFO person from one of the commercial suppliers for a couple of days a week. S. Pezic to meet with B. Macdonald to discuss ideas for moving forward. Some applications have been received and "hold" letters have been put out to those people.

Motion - Moved: that the Board accept the Finance Report

Moved/Seconded

B. Macdonald/L. de Kort

CARRIED unanimously

10. Buildings and Grounds

- The tiger-turf has been installed and some signage put in place over the holidays.
- The next college property meeting will be in approximately 2 weeks time.

11. Special Character

- The college has a new DRS, priest Chaplain and school Chaplain.

12. Health & Safety

- The minutes from the first H&S committee meeting will be forwarded to the Board.
- A external consultant has been engaged to review H&S issues.
- K. Ussher will continue with some H&S work over the next 2 terms.

R. Webb noted for future reference that committee reports should be scheduled according to the Board Work Plan.

13. Policy Committee

- Terms of Reference as drafted by the Policy Committee have been included in the Board papers - no feedback has been put to the committee.

Motion - Moved that the Board accept the Terms of Reference

Moved/Seconded

K. Hughes/C. Allen

CARRIED unanimously

14. General Business

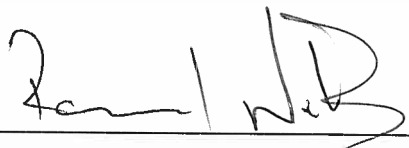
- NZSTA information on training sessions was circulated - this will also be sent to the Board with the draft minutes.
- A Board evaluation is on the NZSTA website, R. Webb asked for a commitment from members to do this online evaluation/learning management system before the next meeting then any training can be prioritised in terms of cost and time. L. de Kort can do some whole Board training if needed. R. Webb and A. Boyed will put together a package for training and bring this back to the Board.
- An attendance sheet was circulated for members to sign confirming their attendance at the

meeting.

- Whanau Hui dates - The Whanau group will be having a Whanau Hui and it is important to have Board member participation at this - dates are yet to be confirmed but 2 March is a possibility.

Sr Rosemary read the closing karakia

There, being no further business, the meeting closed at 7:35 pm

Signed  (Chair) Date 8/1/2017
Ray Webb

The next meeting will be on the 13th of March 2017

Opening karakia: Betty Harrison

Closing karakia: Andrea Boyed

Board Actions

Date of meeting	Action point	Responsible
12 December 2016	Follow through the draft Goals procedural matters with the principal	R. Webb
13 February 2017	Confirmation of Delegations – feedback to the Policy committee by 28 February	Board Members
13 February 2017	Community Engagement communication – formulate a response for each of the respondents	C. Allen, V. Broomfield R. Webb
13 February 2017	College Foundation – find out what other colleges are doing	L. de Kort K. Hughes
13 February 2017	Letter of congratulations to the college on the NCEA and Scholarship results + morning tea provided	R. Webb
13 February 2017	Performing Arts – Planning and budget arranged in the early part of 2017 for a 2018 activity	Board Members
13 February 2017	Complete NZSTA online evaluation before the next meeting. Further information on this to be provided.	Board Members
13 February 2017	Formulate training package for the Board	A. Boyed R. Webb