

**26/03/2018 Board of Trustees Meeting Minutes  
held in the Staffroom @ 6pm**

<b>Attendees</b>	
Ivan Davis (ID)	Principal
Tracey Watkinson (TW)	Waiorea Board Member
Carol Gunn (CG)	Board Member
Rob Coltman (RC)	Board Member
Mel Webber (MW)	Staff Rep
Paul Alford (AD)	Deputy Principal
Chris Selwyn (CS)	Tumuaki
Belinda Drake (BD)	Board Member
Tama Curtis (CS)	Waiorea Student Rep
Toby Mangelsdorf	WSC Student Rep
Craig Moller (CM)	Board Member
Howard Blackwell (HB)	Business Manager
Linda Pirritt (LP)	Board Member
Richard Green (RG)	Board Member
Christine Goodes	Secretary
<b>Apologies:</b>	Trevor Crosby, Jan McCartney, Clive Vaiula,

**Facilitator:** Belinda Drake.

The meeting started with a whakatau from Tama.

1.	<b>Declarations of Interest - Nil</b>	
2.	<b>Code of Conduct:</b> <ul style="list-style-type: none"> <li>● This was handed out to trustees for their signature and return.</li> </ul>	
3.	<b>Finance Committee Report - Howard Blackwell</b> <ul style="list-style-type: none"> <li>● HB reported that we were in a transition period between Edtech and Balanced.</li> <li>● In the near future the Finance Committee will get a more detailed report.</li> </ul>	

	<ul style="list-style-type: none"> <li>● HB has today received the unaudited accounts from Edtech.</li> <li>● He has met with the budget holders with positive outcomes.</li> <li>● He is now looking at the finance processes. Streamlining reimbursements will save considerable time.</li> <li>● ASB bank has offered us Corporate Credit Cards at no cost. We will be moving towards that in about two month's time.</li> <li>● Chris Selwyn will be going to a conference in USA in the school holidays and we need to make accommodation for this spending.</li> </ul> <p><b>Resolution 1:</b>  <b>That the Board approves the issue of a Corporate Credit to Chris Selwyn (Tumuaki).</b>  <b>(Tracey Watkinson/Ivan Davis - passed by consensus)</b></p> <p><b>Resolution 2:</b>  <b>That the Board approves an increase in the Credit Card limit by \$7,000 to increase our school wide limit to \$42,000.</b>  <b>(Tracey Watkinson/ Rangimarie Hunia - passed by consensus).</b></p> <ul style="list-style-type: none"> <li>● HB to look through the Financial Delegations Policy. This will then go to the Policy Committee, then to the Board.</li> </ul> <p>HB left the meeting.</p>	
4.	<p><b>Workplan</b> - Carol Gunn</p> <ul style="list-style-type: none"> <li>● CG pointed out that this was in place as a guide and any feedback is welcomed.</li> </ul> <p><b>Delegations register</b> - Carol Gunn</p> <ul style="list-style-type: none"> <li>● Carol pointed out draft delegations register.</li> <li>● Discussion around setting up a delegations register.</li> <li>● Staffing Management Policy needs to be taken into account here.</li> <li>● Rangimarie has an exemplar which she will share with us.</li> <li>● Christine will share this with the Policy Committee</li> </ul>	Rangimarie Christine
5.	<p><b>Consultations/Ratifications</b> - Mel Webber</p> <ul style="list-style-type: none"> <li>● Restraints Policy needs legal check. This is with Rob &amp; Jan.</li> <li>● Communications Policy. Took to the staff meeting and they felt that the ban on use of personal telephones was unworkable. This to go back to the Policy Committee then to the Board.</li> <li>● Induction Policy. Feedback from the new members of the Board invited.</li> </ul>	Rob/Jan  Policy Cte

6.	<p><b>School Donations</b> - Ivan Davis</p> <ul style="list-style-type: none"> <li>• Last year we boosted our school donation. It was also minuted that we would increase the donation by 5% each year.</li> <li>• ID would like to keep the donation as is, with no 5% increase, for 2019 donations.</li> </ul> <p><b>Resolution 3:</b>  <b>As recommended by the Finance Committee, this board resolves to maintain the current school donation at \$500 for a single student and \$600 for a family, in 2019. This to be reviewed annually at the Board of Trustees at the March meeting.</b>  <b>(Ivan Davis/Chris Selwyn - passed by consensus)</b></p> <p><b>Resolution 4:</b>  <b>The board moved that the policy of not taking out of zone students remains for 2019. This does not include Waiorea students. (Ivan Davis/Chris Selwyn - passed by consensus)</b></p> <p>Note: 2019 Work plan to include review of donation.</p>	Carol
7.	<p><b>Kāhui Ako</b> - Paul Alford</p> <ul style="list-style-type: none"> <li>• PA briefed the board on Kāhui Ako developments.</li> <li>• He has opted for support people to help him in his role as leader.</li> <li>• An advert for Across School Teachers has gone out.</li> <li>• Within School Teachers are appointed directly by board/principal.</li> <li>• Ponsonby Intermediate has offered PA work space.</li> <li>• The launch of Kāhu Ako will be on 6 April. Board members are invited and need to indicate this to PA.</li> <li>• ID acknowledged TW's involvement in setting up this launch.</li> </ul>	
7.15pm	<b>Dinner</b>	
8.	<p><b>Co-governance</b> - Ivan Davis</p> <p><b>Goal Three: To achieve equitable status for Nga Puna O Waiorea Kura Rumaki and full co-governance status for Maori.</b></p> <ul style="list-style-type: none"> <li>• ID acknowledged the work done by Ray Webb and James Watkinson.</li> <li>• Ray Webb has completed the documentation (letter to Chris Hipkins, Minister of Education) and this is ready for signing by the Board with crucial achievement data appended. This will land on the Minister's desk for signing</li> </ul>	

	<p>by May.</p> <ul style="list-style-type: none"> <li>Once this is done we will continue negotiations to secure the special funding allowance for the kura in perpetuity.</li> <li>TW has picked up some small errors in the document. She will have these fixed and bring the document back to the board.</li> </ul> <p><b>Resolution 5:</b>  <b>That the Principal and Tumuaki approve the letter to the Minister for the Chair (Carol Gunn) and Kaiwhakahaere Nga Puna O Waiorea (Rangimarie) to sign.</b></p> <ul style="list-style-type: none"> <li>Richard Green offered a Treaty of Waitangi workshop for any new members.</li> </ul>	<p>Tracey</p> <p>Carol &amp; Rangimarie</p>
9.	<p><b>Gymnasiums Update Report - Rob Coltman</b></p> <p><b>Resolution 6:</b>  <b>7.56pm The board went into committee to protect the privacy of individuals. (Rob Coltman/Belinda Drake - passed by consensus)</b></p> <p><b>Resolution 7:</b>  <b>8.05: The matters being dealt with satisfactorily, the board went out of committee. (Rob Coltman/Belinda Drake - passed by consensus)</b></p> <ul style="list-style-type: none"> <li>Carol, Rangimarie and Kate Waterhouse to join Rob on the Gym Committee.</li> <li>Agenda item next board meeting that Kate Waterhouse and Brendon O'Connor be invited to attend the next board meeting.</li> </ul> <p><b>Resolution 8:</b>  <b>The Board Chair moves that Kate Waterhouse be co-opted on the Board Gym Committee and that Rangimarie Hunia join them.(Carol Gunn/Rob Coltman - passed by consensus)</b></p> <p><b>Resolution 9:</b>  <b>The Board Chair moves that Jodie Kelly be co-opted on to the Board Finance Committee. (Carol Gunn/Rob Coltman - passed by consensus)</b></p>	<p>Agenda Item</p>
10.	<p><b>Establishing a Strategic Plan - Ivan Davis</b></p> <ul style="list-style-type: none"> <li>Our 4 yearly Strategic Plan is coming to an end at the conclusion of this year.</li> <li>We now need to establish a process for establishing the 2019 - 2023 Strategic Plan.</li> </ul>	

	<ul style="list-style-type: none"> <li>• There was a suggestion to survey parents again.</li> <li>• Waiorea is working on its own plan. The goals will be similar and intertwined with WSC.</li> <li>• Consultation is needed by parents and whanau.</li> <li>• There is a suggestion to have a special meeting on the Strategic Plan.</li> <li>• Look at the workplan. Schedule it for second half of May or June.</li> </ul>	
11.	<p><b>Principal's Appraisal</b></p> <ul style="list-style-type: none"> <li>• Report from Edsol (external appraiser) due by end of term.</li> <li>• The Principal will have input into this before it goes to the Chair.</li> <li>• Policy Committee to look at the Principal's Appraisal Policy.</li> </ul>	Policy Cte
12.	<p><b>Principal's Report</b> - Ivan Davis Annual Plan.</p> <ul style="list-style-type: none"> <li>• DS thanked Ruth Robers for her long service as Principal's Nominee. This has now been delegated to Julie Debreceeny.</li> <li>• Ruth talked to 2017 NCEA pass rates.</li> <li>• Make up of this school is significantly changing.</li> <li>• We have more high language needs students. There are more students in the immersion unit. We still have small PI numbers. All these things impact on results.</li> </ul> <p><b>Analysis of Variance.</b></p> <ul style="list-style-type: none"> <li>• Ivan outlined some of the initiatives we have in place.</li> <li>• Board to submit comments on the google doc for the Annual Plan. In April send link out and electronically vote on this.</li> </ul> <p><b>PM Visit.</b></p> <ul style="list-style-type: none"> <li>• The Prime Minister will visit the school on May 11 to view the rebuild. All Trustees are invited.</li> </ul> <p><b>Property.</b></p> <ul style="list-style-type: none"> <li>• Downer Construction have proposed an initiative to shift the Technology Department into the southern end of the ground floor of the 3 storey building by the end of this year, so F block can be demolished over the Christmas holiday period and work on the great lawn/courtyard can be progressed along with the teaching blocks.</li> </ul>	Carol
13.	<p><b>Approval of Minutes and Correspondence</b></p> <p><b>Resolution 10:</b> <b>Richard Green moved that the minutes of the previous BOT meeting (12 February, 2018) be approved along with the tabled/verbal reports and minutes. (Richard Green/Carol</b></p>	

	<p><b>Gunn - passed by consensus)</b></p> <p><b>Resolution 11:</b>  <b>Richard Green moved that the that the inwards and outwards correspondence as tabled be accepted. (Richard Green/Carol Gunn - passed by consensus)</b></p>	
14.	<p><b>Wrap-up:</b></p> <ul style="list-style-type: none"> <li>● Actions from previous meeting to be dealt with at the beginning of each meeting.</li> <li>● Health &amp; Safety to put on the Agenda.</li> </ul> <p><b>Facilitator Next Meeting: Tama Curtis</b></p> <p><b>Next Meeting: 7 May 2018</b></p> <p><b>Meeting closed with a Karakia at 9.25pm</b></p>	

Ratified 07/05/2018

Carol Gunn (Chairperson)

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