

Board of Trustees Minutes

Wednesday, 11th December 2019, 6pm

Two Fat Possums West Melton

Finance meeting to be included as part of the Board meeting.

Agenda Order		
1.0	Welcome	Who
	1.1 Present <ul style="list-style-type: none"> Lynley Shaw, Tim, Greg Knowles, Steve Saville, Dianne Saville, Rachel Skelton, Adele Coull; Barry Ward; 	Chair
	1.2 Apologies. <ul style="list-style-type: none"> Natasha Rodley; Bronwyn Hoy; Patrick Sanders 	Chair
	1.3 Agenda/order paper <ul style="list-style-type: none"> Add in zoning correspondence. Update from Ministry extension meeting. 	Chair
	1.4 Conflict of Interest declarations <ul style="list-style-type: none"> 2019 Conflict of Interest Register <p>Rachel currently in an acting role and likely to apply for permanent Principal position. To ensure fairness around the process, BOT needs to be mindful of conversations pertinent to the Principal recruitment process and to ensure the privacy of its candidates.</p>	Chair
2.0	Minutes	
	2.1 Ratify minutes of meeting from Wednesday 20th November 2019 . <p>Has everyone read last month's minutes, any issues or concerns? None noted. MOVE: Lynley moves that the minutes be accepted as tabled. Barry seconded. Carried unanimously.</p>	Board Chair
3.0	Board Communications * Available on the night, links provided where available.	Board Chair
	3.1 Complaints <ul style="list-style-type: none"> No formal complaints made. 	
	3.2 Incoming Board Communications <ul style="list-style-type: none"> He Pitopito Kōrero (Issue 120 Bulletin 18 Nov 19) PPTA update - removing appraisal, education conference, part-time case update 	

and more... ([19 Nov 19](#))

- Programme for International Student Assessment 2021 ([27 Nov19](#))
- NZSPC Newsletter - Tomorrows' Schools taskforce report. ([29 Nov 2019](#))
- Me Pitopito Kōrero (Issue 121 Bulletin | [2 Dec 19](#))
- MoE - Education and Training Bill ([4 Dec 19](#))
- MoE - Special Issue -Education and Training Bill ([4 Dec 19](#))
- NZSTA Membership matters ([6 Dec 19](#))
- Office of Hon Tracey Martin -Sexuality Education ([Dec 19](#))
- NZSTA STA News | [Dec 19](#) * available on night

3.3 Outgoing Board Communications

- Steve Saville - Resignation BOT Acceptance Letter
- Lynda Shanks - Resignation BOT Acceptance Letter
- Di Saville - Resignation BOT Acceptance Letter
- Shauna Handley - Resignation BOT Acceptance Letter

As you would have heard, the Ministry secured land for a new primary. They need our letter of approval for a new Primary school to be established. The school will have an initial capacity of 450 to 700 in stage two. The Ministry will need to do some work around zoning. As a local school, we need to provide the Ministry with an acceptance letter/email of support.

MOVE: That the Rolleston College Board approves the MoE desire to build a new primary school in Ackland Park, Rolleston. Tim seconded. Carried unanimously.

ACTION: Board to confirm acceptance/email with Ministry

As part of the future of education in Rolleston conversation, the Ministry has acknowledged the need for further secondary school provisioning in Rolleston. The Ministry has engaged a PR person to assist and will include the primary school and zoning and what the community may want for future secondary provisioning. * supporting paperwork distributed.

It will create questions around our College, will it be an umbrella school of Rolleston College, a junior school vs senior school. An exciting opportunity, but we don't want our building extension to be part of that discussion. The paper is with the Ministry, and they will want to consult term one and announcement in term two. Another reason to prompt our communications.

The Ministry consultation process will begin in the new year. Given this, I am concerned that our community may confuse stage two with the future provisions for education in Rolleston.

As such, I intend somewhere in the next few days (pre-Christmas), to create a press release, regarding the appointment process for a new Principal. The approval has been given for stage two, which will increase the College's capacity and expected to open in 2022. We may also include an aerial photo. The more people who become aware before the MoE consultation process starts would be better.

ACTION Board Chair to develop communications regarding Rolleston College extension.

4.0	<p>Matters Arising and Pending Items</p> <p>4.1 Matters Arising Actions * Action Complete</p> <ul style="list-style-type: none"> ● Disciplinary Committee - Last learner reports provided to the Board. (Complete) ● Senior Leader Recruitment matrix, interview process with timings to be developed and distributed by Steve. (Complete) ● Acting Principal alongside Board to create process and advertise a fixed term Senior Leader position early in 2020. (Complete) ● Principal recruitment. Lynley, staff and student rep to review Principal profile and pack ready by end of November. (Complete) ● Staff Resignations. Resignation acceptance letters and thank you to be distributed to staff. (Complete) ● Confirm and send out calendar invites for Board events (Complete) ● Make Reservation for Two Fat Possums. (Complete) ● Organise relevant catering (Complete) <p>4.2 Matter Arising * Requiring review, covered as an agenda item below</p> <ul style="list-style-type: none"> ● Principal and Senior Leader Appointments * <i>Included as agenda item below.</i> <p>4.3 Matters Arising Actions * Pending Items</p> <ul style="list-style-type: none"> ● Hardship Fund Committee to reconvene and develop thinking in 2020. 	Board Chair
5.0	<p>BOT Work Plan (2019 BOT Work Plan / 2020 BOT Work Plan)</p> <ul style="list-style-type: none"> ● 2020 Annual Target Review (Charter/Strategic Plan 2019 Pages 10 to 16) * <i>Item moved to Feb 2020.</i> ● AoV Data. Well-being. Numeracy & Literacy. * <i>Moved to Feb 2020.</i> ● Monitor Budget * <i>Captured in the Finance Report below.</i> <p>Noted movements of agenda items to February.</p>	Board Chair
6.0	<p>Principal and Senior Leadership Appointments</p> <p>6.1 Principal Appointment Update</p> <ul style="list-style-type: none"> ● FINAL Principal Job Advert (27 Nov 2019) * Published in Ed Gazette ● Information Pack for Tumuaki ● Recruitment Process and Board Availability for following processes <p>Board member presents had a general conversation around the planned Principal Recruitment process and the timings detailed within the Principals pack. The Board has agreed the following.</p> <ol style="list-style-type: none"> a. Shortlisting of candidates to happen after the Board meeting now on Wednesday 12th February. <ul style="list-style-type: none"> ● Board Meeting to start at 6.00 am. All BOT members will then be available. ● Neil will join us later at 7.00 pm b. Interviews to happen week beginning 17th February 2020. Specific dates and times set aside to ensure Board interview are as follows <ul style="list-style-type: none"> ● Wednesday 19th February, 1 pm to 7 pm ● Thursday 20th February, 1 pm to 7 pm c. To keep costs manageable, process-wise <ul style="list-style-type: none"> ● Board and Senior staff interviews and presentations approx. 20 minutes in length. ● Followed by learner walk around and introduction to school 	Board Chair

	<p>ACTION Board timings and invites to be distributed to all Board members</p> <p>We are already receiving expressions of interest if Neil is unable is anyone else able to host school tours. Barry noted as available.</p> <p>6.2 Senior Leader Appointment Update</p> <p>We are pleased to confirm that Kelly Tippett has been appointed as Senior Leader and Andrew Gebbie in the acting Senior Leader role.</p>	
7.0	<p>Finance Report (November 2019)</p> <ul style="list-style-type: none"> ● S&S Financial Report Commentary – November 2019 ● S&S Management Report –November 2019 ● S&S Group Detail Report - November 2019 ● S&S Aged Payables Report – November 2019 ● S&S Aged Receivables - November 2019 <p>Small typo noted in the report; property spends at 86%, not 76%.</p> <p>As a College, we continue to remain in a sound financial position. The auditors have visited and are happy with everything we are doing at present.</p> <p>ASB requires us to approve the cancellation of Steve’s credit card and the issue of a credit card to Rachel as our acting Principal retaining existing credit limits. And that the financial authority is also adjusted.</p> <p>MOVE: That Steve ‘s credit card is cancelled and a new credit card issued to Rachel in her acting capacity as of the 18th January 2019. We are retaining existing credit limits. Also that the financial authority to approve be disabled for Steve and enabled for Rachel. Seconded by Greg, Carried unanimously.</p> <p>ACTION: Request ASB cancel Steve’s credit card and authorise the issue of a new card for Rachel.</p> <p>ACTION: Modify authority to approve with ASB.</p> <p>MOVE: That the Finance Report and supporting documents be accepted as tabled. Seconded by Lynley, Carried unanimously.</p>	Barry Ward
8.0.	<p>Principal’s Report (December 2019)</p> <p>8.1 Staff Movements (Promotions, Resignations and Leave) * In Committee</p> <p>8.2 Stand Down, Suspensions, Exclusions and Expulsions * In Committee</p> <p>8.3 Staff Leave Approvals</p> <p>8.3 College Police Vetting Recommendation: MoE Police vetting (Email 05 Dec 19)</p> <p>MOVE: Steve moves that the public be excluded due to privacy concerns. Public excluded and in committee at 6.56 pm.</p> <p>MOVE: Steve moved that public exclusion be lifted and re-included in remaining agenda items. Public included and out of committee at 6.58 pm.</p>	Steve Saville

	<p>In addition to my commentary in the Principals report</p> <p>(International Learner) We are looking to put more parameters around International Learners and adopting a tiered approach to short term stays. We are trying to avoid the cowboy issue, encourage repeat business from known and trusted agents while also putting in place more checks and balances.</p> <p>Short-term stays must go through an agent and cannot come directly. A trusted agent, bringing us learners every year tier-one fees apply. A known agent, with irregular learners, then tier two charges apply. Not known to us, then tier 3 fees apply. We are trying to limit the number of agents, so we get a trusted pool. I have no problem with the tiered approach.</p> <p>Q. Do you think this is the right market for our school?</p> <p>A. We have just secured up another long term student from Ellesmere.</p> <p>Our numbers are still low. Across the region, international learners are dwindling. I believe our school is better suited to a European market but something we will need to assess moving forward. Possibly something to consider as part of our charter development.</p> <p>(Barry) We may also need to look at learner numbers, which is a tipping point to ensure we don't affect school culture.</p> <p>MOVE: Steve moved that the proposed fee structure for 2020 as put forward by Alison is approved. Lynley seconded. Carried unanimously.</p> <p>(Police Vet Process) Our policy guides us to police vet every three years. Operationally our teachers are police vetted as part of their teacher registration process every three years. If they are not police cleared, the council will notify us, so we are proposing that we don't duplicate this process at a cost to the school</p> <p>MOVE: Steve moves that the Principals report be accepted as tabled. Tim seconded. Carried unanimously.</p>	
9.0	<p>Extension Update</p> <ul style="list-style-type: none"> ● Draft Plans Rolleston College Extension - Stage 2 ● Extension Considerations and Staff Feedback <p>Distributed revised extension plans and board walked through potential changes. Its significant progress and is what happens when you get a school and architect working together to address the minor issues.</p> <p>We are looking at relocatables for the build. Based on this meeting, today we were happy with 4 and 2 configuration and means we may get the newer style relocatable. It also allows us to stagger planned work in our existing building before the new build.</p> <p>The Ministry's indicating that they want to break ground the middle of next year, but not entirely sure if that is realistic. However, by having the relocatables, we could prioritise our senior learning and PE spaces. Which will help alleviate the pressure in 2021. We could start the hospitality space year after next year, without it impacting</p>	

	<p>teaching. We are also looking at maximising lead-in times and utilising holidays periods to stagger build stages.</p> <p>Q, Are we considering a third bike shed?</p> <p>A. At this stage no, we may bear the cost</p> <p>We make the point that it is going well, but it's the next part that is the tricky one. I am 75% confident that we will get an extension to the gym. 80% we will get relocatable by term three. But we have a lot of work to do in the first six months of next year.</p>	
10.0	<p>10.0 General Business</p> <p>Just a reminder to all Board members present</p> <ul style="list-style-type: none"> ● Our year nine prize giving is this Friday at 10 am. Including a planned final farewell to Lynda. ● If you can make it for a drink, the staff Christmas party this year is at the Carlton, 2 pm. ● The Board BBQ is at Lynley's house at 4 pm. <p>Thank you to Adele, Raewyn and Rachel for all your hard work this year. However, a special thank you to Steve and Di. Steve for your tireless dedication, friendship and leadership of our school. Di, the woman behind the man for your ongoing behind the scenes support of Steve, we know building a school hasn't been easy. Our heartfelt gratitude and thanks.</p> <p>Closed at 7.31pm</p>	Board Chair
	<p>Next Finance meeting: March Board Meeting</p> <p>Next BOT meeting: Tuesday, 12th February 2020, 6.00pm</p>	Board Chair
	<p>Pending Agenda items</p>	Board Chair