

Board of Trustees Meeting Draft Minutes

Wednesday, 12th December 2018, 7pm, Board Room at Rolleston College.

Agenda Order		
1.	Welcome	Who
	1.1 Present Steve, Lynley, Greg, Matt, Ric, Barry, Alessandra, Nick	Board Chair
	1.2 Apologies. Raewyn Hooper	Board Chair
	1.3 Agenda/order paper	Board Chair
	1.4 Conflict of Interest declarations	Board Chair
2.	Minutes	
	2.1 Ratify minutes of meeting from 21st November 2018 Moved: Lynley moves the minutes be tabled with the amendment of Singular changed to exclude. Nick seconded, carried unanimously. (completed) 2.2 Board Communications <ul style="list-style-type: none"> • Education Gazette • Tuketuku Korero • STA News 	Board Chair
3.	Matters Arising	Board Chair
4.	BOT Work Plan (2018/2019 BOT Work Plan) 4.1 Ratify 2019 Annual Targets. Targets ratified November meeting 4.2 NCEA Planning update. 4.3 Ratify 2019 BOT Work plan BOT work plan every 3rd week of the month with 20th February being the first for 2019.	Board Chair

5.	<p>5.1 Finance Report (November 2018)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> ● S&S Financial Report Commentary – November 2018 ● S&S Management Report – November 2018 ● S&S Group Detail Report – November 2018 ● S&S Aged Payables Report – November 2018 ● S&S Aged Receivables - November 2018 <p>The financial reports are all in order and the accountants are happy. Ratify the purchase of a second vehicle for 2019 which will arrive March, Lynley seconded. Barry tabled the financial reports, Steve seconded and carried unanimously.</p>	Barry Ward
	<p>5.2 2019 DRAFT Budget</p> <ul style="list-style-type: none"> ● 2019 DRAFT Budget <ol style="list-style-type: none"> 1. We require board ratification on the DRAFT 2019 Budget, on the provision that we reduce expenses where possible and confirm roll numbers in 2019. 2. Represent budget in February Board meeting, Final ratification March. <p>Motion to ratify Draft budget as discussed operational expenditure vs operational income, Areas identified closely, final draft to be submitted in February meeting. Lynley moved the budget be ratified, Barry seconded, carried unanimously.</p>	Barry Ward
6.	<p>6.1 Principal's Report (November/December 2018)</p> <ul style="list-style-type: none"> ● Whanau Flags <p>Significant progress on the legacy gift. Induction went well for incoming year 9's. Whanau designs as presented for each whanau. Move: Steve moved that his principal's report be tabled, Matt seconded, carried unanimously</p>	Steve Saville
7.	<p>Uniform Update</p> <p>Shirts in store 12th December, rest of uniform 1st week of January except blazer. Blazer is still a work in progress as the quality coming out of the suppliers has been poor, CEO of NZ Uniforms also agrees. Options given but no timeframes, NZ Uniforms has offered a blazer off the rack with Rolleston College Logo, that would do for representing the college in the interim. The board supports the uniform committee with their decision.</p>	Lynley Shaw
8.	<p>General Business</p> <p>The board congratulated Alessandra on her recent overseas with the New Zealand Synchronised Swimming team and are super proud of her achievements. Lynley thanked the board for all our hard work for the year.</p>	Board Chair
	<p>Next meeting: 20 February 2019</p> <p>Meeting closed 8.25pm</p>	Board Chair

	<p>Pending Agenda items</p> <ul style="list-style-type: none">• (2019) Development of Charity development and identification of beneficiaries to assist with hardship cases.	Board Chair
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