

Board of Trustees Meeting Minutes

Wednesday, 16th May 2018, 7pm, Board Room at Rolleston College.

Agenda Order		
1.	Welcome	Who
	1.1 Present	Board Chair
	1.2 Apologies. <ul style="list-style-type: none"> Nick and Ric have both passed on their apologies for this meeting. 	Board Chair
	1.3 Agenda/order paper <ul style="list-style-type: none"> Health Education Delivery Statement <p>As part of our Health Policy, we are required to have a Health Statement that supports its delivery. Lynley read out Board Statement.</p> <p>MOVE: Steve moves that the Health Education Delivery Statement be accepted as tabled. Matt seconded. Carried unanimously.</p>	Board Chair
	1.4 Conflict of Interest declarations None noted	Board Chair
2.	Minutes	
	2.1 Ratify minutes of meeting on 21st March 2018 <p>Has everyone read the minutes and does anyone have any questions or amendments? No Amendments.</p> <p>MOVE: Lynley moves that the 21st March 2018 be accepted as tabled. Barry seconded. Carried unanimously.</p>	Board Chair
	2.2 Board Communications <ul style="list-style-type: none"> NZSTA Trusteeship Guide and Conference Brochure Canterbury District Health Board (19 March 2018) * included for discussion below STA News (April 2018) Education Gazette (April 2018) <p>Lynley noted received Board communications as outlined in the agenda. If anyone wants to review these they are available to the Board. The District Health communication is tabled later in this meeting.</p> <p>MOVE: Lynley moves that the school communications are accepted as tabled. Barry seconded. Carried unanimously.</p>	Board Chair

3.	<p>Matters Arising</p> <ul style="list-style-type: none"> Board members to submit 150-word blurb for board review and website publishing. <p>Following up on outstanding items. Can we please give blurb and picture to Raewyn / Matt to upload onto our website</p> <p>ACTION: Those who haven't submitted please submit your blurb before next meeting</p>	Board Chair
4.	<p>Strategic Plan Review (Strategic Plan / Charter)</p> <p>This has been previously reviewed by Board, however, this our opportunity to specifically review the goals we put in place for last year. Steve advised the board that as a working document it is working well and doesn't believe it should be changed yet but potentially needs review next year.</p> <p>MOVE: Steve moves that we continue with the current Strategic Plan / Charter and that these be accepted as tabled. Steve also proposes that these be reviewed again in 2019. Lynley seconded. Carried unanimously.</p>	Board Chair
5.	<p>ERO Board Response Documents</p> <ul style="list-style-type: none"> ERO: DRAFT Board Assurance Statement and Checklist <p>Supporting documents to help with the development of the DRAFT Self- Audit Checklist</p> <ul style="list-style-type: none"> ERO: New School Readiness Report (May 2017) * a hx reference point with recommendations noted for development over the last year ERO: Guidelines for Board Assurance Statement and Checklist * Supports <p>We are treating this provisional visit as a full ERO visit. As a Board, we need to be very familiar with these documents and if you are not to ask questions so you are familiar.</p> <p>Has everyone read the guidelines? Yes, great any questions. No. Great, let's move onto the checklist and go through the document point by point. Board reviewed DRAFT Board Assurance Statement and Checklist</p> <p>ACTION: The Board Assurance Statement and Checklist documents are to be distributed to Board at our next Board meeting.</p>	Board Chair
6	<p>Health and Safety Policy (Policy Document)</p> <p>All of our policies have a schedule for review. However please note that the Board is only required to review the policy piece only on pages 1 to 6 .</p> <p>Lynley. Just confirming that everyone has read our school Health & Safety Policy? Yes, great. Any questions or alterations? No questions or alterations.</p> <p>Steve updated Board on work around School Doc's. Lynley clarified that school policies are set by the Board and that these will need to be approved by the Board. So wanted to ensure our policies aren't altered or layered into our policy review framework.</p> <p>MOVE: Lynley moves that we accept the H&S Policy as tabled and reviewed in 2021. Barry seconded. Carried unanimously.</p>	Board Chair

7.	<p>7.1 Finance Report (March / April 2018 Report)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> • S&S Financial Report Commentary – March 2018 • S&S Management Report – March 2018 • S&S Group Detail Report – March 2018 • S&S Aged Payables Report – March 2018 • S&S Aged Receivables - March 2018 <ul style="list-style-type: none"> • S&S Financial Report Commentary – April 2018 • S&S Management Report – April 2018 • S&S Group Detail Report – April 2018 • S&S Aged Payables Report – April 2018 • S&S Aged Receivables - April 2018 <p>Quick finance updates...</p> <ul style="list-style-type: none"> • Adele looking into variation in Accounts Receivable. • You will notice our term deposit interest recognised in two months. • And I have asked Adele to look at term deposit options for our cheque account. • Lease expenditure is high due to accruals. We are working with Solutions and Services to rectify and recognise only lease expenditure. <p>Any questions? No.</p> <p>MOVE: Barry moves that the Finance Report be accepted as tabled. Lynley seconded. Carried unanimously.</p>	Barry Ward
8.	<p>8.1 Principal's Report (May 2018)</p> <p>Supporting documents at back of Principals Report</p> <ol style="list-style-type: none"> 1. SET Report: Baseline data to support the implementation of PB4L. 2. Term One R2L - Big 5 Report: Behaviour Incident Report 3. asTTle Data Summary: Achievement and progress in comprehension, reading and mathematics. <p>Its is a fairly busy meeting with the ERO content. So just checking has everyone read the Principals Report and does anyone have any questions?</p> <p>Q. is there any advance on International Learners? We were talking about however and it has gone quiet. So we are exploring other options.</p> <p>Q How is the Board legacy Gift? Priscilla is supposed to be catching up with Steve</p> <p>MOVE: Steve moves that the Principals Report be accepted as tabled. Barry seconded. Carried unanimously.</p> <hr/> <p>8.2 ERO Visit (April 2018 ERO Report * Evaluation Indicators)</p> <p>As Lynley indicated we are treating this provisional visit as a full ERO visit. In addition to Board obligations as a school we are preparing for the visit. This document outlines the schools evaluations indicators and evidence for ERO to review.</p> <p>MOVE: Steve moves that the ERO Report be accepted as tabled. Barry Seconded. Carried unanimously.</p>	Steve Saville

	<p>8.3 Canterbury District Health Board Correspondence.</p> <ul style="list-style-type: none"> • Proposal to provide School Health Clinic (9 March 2018) <p>Running a Health Clinic from the school is a standard initiative for all secondary schools and there is nothing different. It is important to note there is an element of confidentiality and privacy which can be difficult for parents, however, their primary goal is to keep learners safe.</p> <p>MOVE: Lynley moves that the Board accept the Health Clinic as tabled. Barry Seconded. Carried unanimously.</p>	
9.	<p>General Business</p>	Board Chair
	<p>Next meeting: Wednesday, 20th June 2018 9.12</p>	Board Chair
	<p>Pending Agenda items</p> <ul style="list-style-type: none"> • Taumutu Runanga Visit (Liz Brown) 25th July 2019 • Consolidated Environment Check • NZ Uniforms Update - Lynley Shaw <p>Sports uniforms are to be swapped out on the 22nd Tuesday. NZU have approached us to see if the returned tops can be donated to a school in Papua New Guinea</p> <p>MOVE: That the Board approves our returned PE shirts branded as Rolleston College be donated to a school in Papua New Guinea. Barry Seconded.</p> <ul style="list-style-type: none"> • 2019 BOT Work Plan and Meeting Schedule 	Board Chair