

Board of Trustees Meeting Minutes

Wednesday, 19th June 2019, 7pm, Board Room at Rolleston College.

Agenda Order		
1.	Welcome	Who
	1.1 Present Bronwyn Hoy; Greg Knowles; Steve Saville; Lynley Shaw; Barry Ward: Alessandra Ward;	Acting Chair
	1.2 Apologies. Natasha Rodley; Timothy Hartnell	Acting Chair
	1.3 Agenda/order paper No change.	Acting Chair
	1.4 Conflict of Interest declarations None given.	Acting Chair
2.	<p>New Board of Trustees (BoT)</p> <p>2.1 Welcome A big welcome to our new board and our new trustees. I am especially pleased to see some of our old board members reelected to ensure that we have continuity moving forward.</p> <p>Just a reminder that the Board primary role is concerned with governance. As governors of the school, the board sets the vision and direction for the school in its charter and policy framework and monitors progress towards achieving the goals the board sets. While the Principal is delegated responsibility for how the school will achieve the board's expectations, working within the law and the board's policy framework. All communications are to go through the Board Chair and or Principal.</p> <p>2.2 Board Chair and Deputy Chair Election (NZSTA Board Chair)</p> <p>The floor opened, and calls made for Board Chair Nominations. Barry nominated Lynley Shaw. All trustees present nominated Lynley Shaw as Board Chair. No other nominations made. MOVE: That Lynley shaw is elected as Board Chair. Barry seconded. Carried unanimously.</p> <p>The floor opened, and calls made for Deputy Board Chair Nominations. Barry nominated Greg Knowles. Bronwyn seconded. No other nominations made. MOVE: That Greg Knowles is elected as Board Chair. Carried unanimously.</p> <p>ACTION: Lynley requested, Board delegations and sub committees to be reviewed</p>	Steve Saville

	<p>at the next Board Meeting.</p> <p>2.3 BoT Terms of Engagement</p> <ul style="list-style-type: none"> ● Government vs Management ● Communication from Board (Community and Media) <p>Given new trustee availability, tonight proposed that the Terms of Engagement session be moved to the next board meeting.</p> <p>ACTION: Terms of Engagement session to be transferred to the next Board meeting.</p> <p>2.3 Board Work Plan and Meeting Dates</p> <p>2019 Board work plan has been updated to accommodate the Boards terms of engagement, professional development elements and environmental scan.</p> <p>MOVE: Lynley moves that the dates set in BOT work plan 2019 for the remainder of the year be accepted as tabled. Steve seconded. Unanimously carried.</p> <p>ACTION: New trustees to review. Natasha and Tim to come back if dates are not acceptable.</p> <p>2.4 Board Professional Development</p> <ul style="list-style-type: none"> ● NZSTA AGM: Saturday 13th July 2019 (Dated 2nd May 2019) ● NZSTA 30th Annual Conference (Registration Brochure) <p>Board discussed NZSTA conference and governance workshops (attached and presented on the night). It is proposed that governance workshop information be distributed to the entire board and to Board members to contact Raewyn if interested in registering and attending.</p> <p>ACTION: Raewyn to distribute governance workshop information to the entire board.</p> <p>In addition to the NZSTA Workshops the following was proposed and agreed</p> <ol style="list-style-type: none"> 1. <u>BOT Terms of Engagement Agreement.</u> As highlighted previously given new trustee availability tonight, suggested that the Terms of Engagement session be moved to the next board meeting. 2. <u>Environmental Scan and Analysis.</u> Environmental Scan and Analysis. Given new trustees, pending extension, and similar to the Boards 2017 RC Environmental Scan workshop proposes that the new Board run through a similar session with the help of Tom Scollard. Where possible that the Board meeting is to be used to complete the work required. Trustees present agreed and looking to secure Tom’s services in August. <p>ACTION: Raewyn to confirm Tom’s availability and add to the agenda accordingly.</p> <ol style="list-style-type: none"> 3. <u>Treaty Awareness and Cultural Narrative Training.</u> Again similar to last Board election, Board to extend an invite to Liz Brown to talk about Treaty, Ngai Tahu and Taumutu Cultural Narrative. Trustees present agreed and looking at September for Liz once our Student Trustee is elected. <p>ACTION: Raewyn to confirm Liz’s availability and add to the agenda accordingly</p>	
3.	Minutes	

	<p>3.1 Ratify minutes of meeting from Tuesday, 21st May 2019</p> <p>21st May minutes updated as per feedback.</p> <ul style="list-style-type: none"> • Tomorrow School “update” changed to “submission”. • Policies changed from “both” to now read “both old and new”. <p>MOVE: Subject to changes, Lynley moves that the Board Minutes be accepted as tabled. Alessandra seconded. Unanimously carried.</p>	Board Chair
4.	<p>Communications</p>	
	<p>4.0 Board Communications</p> <p><i>* Available on the night, links provided where available.</i></p> <p>4.1 Complaints</p> <ul style="list-style-type: none"> • Concerns noted and handled by the school. No formal complaints made. <p>4.2 Board Communications <i>for review</i></p> <ul style="list-style-type: none"> • NZSTA 2018 Annual Report • NZSTA News (Issue 292) May 2019 • Notice of paid union meeting for support staff (20th May 2019 Email) • Notice of Strike (30th May 2019 Email) • Notice of Industrial Action / Strike (24th May 2019 PPTA Letter) • Education Gazette (3rd June 2019 Volume 98 Number 9) • Notice of cancellation of planned strike action (7th June 2019 Email) • Notice STCA regional strikes starting June 17 called off (12th June 2019 Correction Email) • NZSTA Governance Workshop (14 June 2019 Board Email) • RC Election Declaration Notice (14 June 2019) <p>4.3 Outgoing Communications</p> <ul style="list-style-type: none"> • Rolleston College 2020 staffing entitlement request. • Kahui Ako Letters (June 2019: Sarah, Kelly, Athena) <p>MOVE: Lynley moves that the Board Communications be accepted as tabled. Barry seconded. Unanimously carried.</p>	Board Chair
5.	<p>5.0 Matters Arising and Pending Items</p> <p>5.1 Matters Arising Actions <i>Action Complete</i></p> <ul style="list-style-type: none"> • Tomorrow’s School submission loaded into Board drive (Email/ Submission) • MoE Rolleston College enrolment scheme confirmed. (Email) • Merrin Diack leave board approval notification. • Lynda Shanks sabbatical board approval. (Letter/Email) • Europe Fundraiser “Scared Scriptless” Board approved with conditions. (Proposal, Board Request and Approval; Team Notification) <p>5.2 Matter Arising <i>requiring review but covered as an agenda item below</i></p> <ul style="list-style-type: none"> • Est Grant 5 Year Plan / Deprecation Review (Finance) • Investment Plan Review with implications (Finance) <p>5.3 Matters Arising Actions <i>Pending Items</i></p> <ul style="list-style-type: none"> • 2019 Development of Hardship Fund and Process (Charity Approach and identification of beneficiaries to assist with hardship) 	Board Chair

	<ul style="list-style-type: none"> Principal appraisal is handed over to the new board to confirm and ratify. <p>Given new trustee availability, proposed that the Hardship and Principal appraisal be added to next months agenda.</p> <p>ACTION: Steve, touching base with Neil to understand the appraisal process and timings. Assume this is due to the change of format.</p>	
6.	<p>6.0 BOT Work Plan (2019 BOT Work Plan)</p> <p>6.1 Monitor Budget * included below</p> <p>6.2 Establishment of 2020 School Fees</p> <p>2019 school donations of fees as follows</p> <ul style="list-style-type: none"> School Donation of \$75.00 per learner. Families with more than one learner at school \$65.00 per learner. College currently waives the donation for Burnham School learners. <p>At present, the College uses the donation to subsidise the Ed Perfect programme, school magazine and trophies. So it is utilised for learners. However, I cannot justify an increase.</p> <p>MOVE: Move that the 2020 school donation fees be retained at \$75.00 per learner and families with more than one learner at school \$65.00 per learner. While there is no free bus for Burnham learners, the Board will continue to waiver the donation for Burnham School learners. Steve seconded. Carried unanimously.</p> <p>6.3 2020 year and term recommendations for ratification</p> <ul style="list-style-type: none"> Term One: 28th Jan to 11th April (102 ½ days) Term Two: 29 April to 4th July (94 ½ days) Term Three: 20th July to 26th September (100 ½ days) Term Four: 12th October to 12th December (86 ½ days) <p>Total: 193 full days / 386 ½ days. * This includes 2 full days / 4 ½ days allocated for teacher only days..</p> <p>Original dates submitted to the board adjusted and confirmed as follows</p> <ul style="list-style-type: none"> Term One: Wednesday 29th Jan to 9th April (102 ½ days) Term Two: 28th April to 3rd July (96 ½ days) Term Three: 20th July to 25th September (100 ½ days) Term Four: 12th October to 11th December (86 ½ days) <p>Total: 192 full days / 384 ½ days. * This includes two full days / 4 ½ days allocated for teacher only days.</p> <p>MOVE: That the term dates be accepted as adjusted, re-tabled for ratification. Bronwyn seconded. Carried unanimously.</p> <p>6.4 International Learner Numbers for review and ratification.</p> <ul style="list-style-type: none"> 2019 International Learners numbers set at four Proposing between 5 and 15 International Learners for 2020 <p>Given earthquakes, the mosque shooting it is understandable that we haven't been able to hit our International learner number of four for 2019. We are trying to find the shortfall using short term stays, but it probably won't be enough to cover Alison's salary. The one learner we currently have this year is doing fine.</p>	Board Chair

	<p>In 2020, we believe five to fifteen international learners is manageable. However, eight would perfect.</p> <p>Supporting this, we would need to renew Alison's contract for another year to embed the International Learner programme. Given Alison's knowledge, experience and existing agent relationships, it is Steve's preference to retain Alison.</p> <p>MOVE: Steve moves that the Board set 2020 International Learners at a maximum of 15 and Alison's Xie contract be extended for 2020. Bronwyn Seconded. Carried unanimously.</p>	
7.	<p>7.0 Finance Report</p> <ul style="list-style-type: none"> ● College Finance Report 2019 ● S&S Financial Report Commentary – May 2019 ● S&S Management Report – May 2019 ● S&S Group Detail Report – May 2019 ● S&S Aged Payables Report – May 2019 ● S&S Aged Receivables - May 2019 <p>7.1 Establishment Grant Spend / Deprecation Review Update 7.2 Revised Investment Plan Update (Investment plan)</p> <p>College is spending as expected despite Mr Tong's commentary.</p> <p>We have had some animated discussion around what to do with our spare cash. We intend to reinvest \$800k in a term deposit until November and then look at reinvestment once the establishment grants are received and other term deposits have matured.</p> <p>MOVE: Barry moves that the board secure \$800k in a term deposit to mature in November. Lynley seconded. Carried unanimously. ACTION: Adele to process the term deposit on Board's behalf as ratified above.</p> <p>In terms of the Board's long term investment plan. In November we are looking at investing \$1m for a year; \$800k for a year to 18 months; and invest two further amounts \$700 and \$200 for shorter periods allowing us the flexibility to break if necessary. However, we would need to look more closely at our working capital closer to that time.</p> <p>MOVE: Barry moves that investment plan be accepted as tabled. Steve seconded. Carried unanimously. ACTION: Adele to review the plan and submit a confirmed term deposit plan in September / October. MOVE: Barry moves that the finance report be accepted. Steve seconded. Carried unanimously.</p>	Barry Ward
8.	<p>8.0 Principal's Report (June 2019)</p> <p>8.1 Staff Movements (Promotions, Resignations and Leave) * In Committee 8.2 Stand Down, Suspensions, Exclusions and Expulsions * In Committee 8.3 Board Trip Approvals and Reviews</p>	Steve Saville

	<p>MOVE: Steve moves that the public be excluded from this section of Principals Report due to privacy concerns related to staff resignations, appointments and movements. And learner disciplinary matters. Public excluded and in committee at 7.59pm.</p> <p>MOVE: Steve moved that public exclusion be lifted and re-included in remaining agenda items. Public included and out of committee at 8.19pm.</p> <p>A special mention and congratulations to our foundation staff who were successful in securing cross-school Kahui Ako roles.</p> <p>In terms of learner disciplinary, we continue to have concerns regarding learner A & B but waiting for conversations with home. Will update Board when needed.</p> <p>The Hauora evening was a success with a great turn out.</p> <p>The teacher strike is on hold, pending union meeting next week.</p> <p>Campbell from Future School consortium is under the impression that our extension has been approved. That it will be a PPP build and the consultants will be the same.</p> <p>Q. Looking at the International Learner Report, do we have enough homestays. I believe so, some of the short term stays are coming with their families, so no homestay accommodation required.</p> <p>Q. Looking at attendance data. Only 45% of our students are attending more than 99% of the time. And the rest of our students are attending 80% or less. Is that right? This data is MoE generated. I am slightly concerned about how they are presenting the data. It is something we need to look into further and how they are interpreting the KAMAR data. ACTION: Review attendance data via KAMAR</p> <p>Q. How are the Honours Board quotes coming. ACTION: Honour board quotes to be confirmed</p> <p>Q. What is the progress on the Garage? Currently, with the school to develop a travel plan to support council submission. ACTION: Raewyn and Hayden to develop a school travel plan for Council submission.</p> <p>MOVE: That the June Principals report be accepted as tabled. Alessandra seconded. Carried unanimously.</p>	
9.	<p>9.0 Uniform Update</p> <p>Officially confirm that the 50 temporary blazers have been donated to us. In terms of the actual blazer NZU provided us with swatches now going to provide us with two samples from which we will make a call. We are looking for a shadow effect.</p>	Lynley Shaw
10.	<p>10. General Business</p>	Board Chair

	<p>Propose that the Board provides morning tea as a farewell and thank you to old Board and welcome to new Board. A discussion was had around dates and confirmed for Thursday 4th July 2019 10.15am to 11 am.</p> <p>ACTION: Invite to be extended to old board members, new board members, staff and catering organised.</p>	
	<p>Next meeting: Wednesday, 24th July 2019</p> <p>Meeting Closed: 8.42pm</p>	Board Chair
	<p>Pending Agenda items</p> <ul style="list-style-type: none"> • 	Board Chair