

Board of Trustees Meeting Draft Minutes

Wednesday, 20th March 2019, 7pm, Board Room at Rolleston College.

*Note Finance Sub Committee Meeting at 6.30pm * all BOT members welcome to attend.*

Agenda Order		
1.	Welcome	Who
	1.1 Present: Lynley Shaw, Steve Saville, Greg Knowles, Barry Ward, Alessandra Ward, Ric Stevens.	Board Chair
	1.2 Apologies. Matt Nicoll, Nick Fleckney	Board Chair
	1.3 Agenda/order paper <ul style="list-style-type: none"> Principal Performance Appraisal added to 8.1 BOT Elections added to 4.3 	Board Chair
	1.4 Conflict of Interest declarations	Board Chair
2.	Minutes	
	2.1 Ratify minutes of meeting from 27th February 2019 MOVE: Lynley moved the minutes be accepted, Barry seconded and carried unanimously. 2.2 Board Communications * presented on the night <ul style="list-style-type: none"> STA News Tukutuku Korero Education Gazette NZSTA 30th Annual Conference 2019 ACTION: Moved to next meeting Returning Officer Handbook 2019-2022 ACTION: To be provided to Raewyn. (Adele Coull) 	Board Chair
3.	Matters Arising Pending Matters <ul style="list-style-type: none"> Tomorrow Schools Questionnaire closes 31st March 2019. To be Added to the March Agenda, Board advised to read it as covers off governance factors. 	Board Chair

	<p>Wanting to hear our views on the recommendations over the 8 key issues in the questionnaire, Lynley has moves that each board member to respond to the tomorrow schools questionnaire. A email was sent on the 26th to remind board that this closes 31st March. Lynley and Steve will put a submission in on behalf of Rolleston College.</p> <p>Action: Lynley to submit on behalf of Board. To be removed from Pending Matters action completed</p> <ul style="list-style-type: none"> ● Finance Sub Committee had questions regarding the Draft Rolleston College 2018 Annual Reports. Barry moved the draft report be tabled as long as the queries be answered, Matt seconded and carried unanimously. (Feb BOT Minutes) <p>Action: Draft report has been accepted. To be removed from Pending Matters action completed</p> <ul style="list-style-type: none"> ● S&S responded to queries and forwarded onto Board via email. To be reviewed in March Finance Committee Meeting. Update to be provided on night <p>Action: Reviewed, no further questions. To be removed from Pending Matters action completed</p> <ul style="list-style-type: none"> ● Finance Officer and Rae on her return to review depreciation in line with S&S response. <p>Action: Work in progress, pending completion. (Adele and Raewyn)</p> <ul style="list-style-type: none"> ● Planned April BOT meeting (17th April 2019) is in school Holidays before Easter weekend. Confirm if BOT meeting a go ahead or postpone to the 24th of April 2019. <p>Action: As outlined below, no April Board meeting. May meeting to go ahead as scheduled. To be removed from Pending Matters action completed</p> <ul style="list-style-type: none"> ● Lynley moved that we approach Raewyn Hooper to be our Returning Officer for Elections. (Feb BOT Minutes) <p>Raewyn has verbally accepted role of Returning Officer. Rae to develop plan on her return and submit at next Board Meeting.</p> <p>Action: Letter to be created in support of this and signed by Lynley (Adele Coull) To be removed from Pending Matters action completed</p>	
4.	<p>BOT Work Plan (2018/2019 BOT Work Plan)</p> <p>4.1 Charter Review</p> <ul style="list-style-type: none"> ● Presented in Feb 2019 BOT Meeting. No Action Need. <p>4.2 Succession Planning and BOT Election</p> <ul style="list-style-type: none"> ● Tom was identified as a person to drive the election process and deliver information for the board positions. Tom has accepted this position of Election Coordinator and will work alongside Raewyn. 	Board Chair

	<ul style="list-style-type: none"> • Mid Term Election, we are all up reelection, Tom and Raewyn to get information out via facebook, Newsletter. • Will require a date to be flagged for information evening for community. <p>Action: Raewyn to liaise with Tom around Informational Evening and Election Process. (Raewyn and Tom)</p>	
5.	<p>5.1 Finance Report</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> • 27 Feb 2019 Finance Committee Minutes • Jan - Feb 2019 S&S Summary Management Report • Jan - Feb 2019 S&S Statement of Comprehensive Revenue and Expense • Jan - Feb 2019 S&S Detailed Group Report <ul style="list-style-type: none"> • College is in sound position, Adele is to follow up with Simon from the Ministry if we are being invoiced for 2018 terms 2/3/4 as nothing has come through and we do not want to be hit with extra expenditure that hasn't been budgeted for. • Term Deposits maturing April. To reinvest \$2m for 7 months to keep in this year. to arrange with ASB. • \$500k to go into operational account and will be reviewed at May meeting. <p>Action: Adele to review reinvestment and present at next Finance Meeting and Board Meeting for approval. (Adele Coull)</p> <p>MOVE: Barry moved the maturing term deposit of \$2m to be reinvested for 7 months, Lynley seconded, carried unanimously.</p> <p>MOVE: Barry moves the Finance Reports be accepted and tabled, Lynley seconded and carried unanimously.</p>	Barry Ward
6.	<p>6.1 Principal's Report March 2019</p> <ul style="list-style-type: none"> • Lynley has apologised to both Ric Stevens and Nick Fleckney, as Lynley was to call them regarding the suspended learner. Under the suspension as the learner is not on our role we may have to put the learner back on the role as to mark this learner as truant. Decision to be made this week. • Proposal to be sent through with regards to the Netball Trip to Gold Coast 2020, this has been accepted in principle but a breakdown of costs, fundraising initiatives as not to put undue stress on families. <p>Action: To be presented in Principals report at next Board Meeting for approval (Steve Saville)</p> <ul style="list-style-type: none"> • Lockdown went well in school very easy to lock the school down, and communications via email. <p>MOVE: Steve moved the principals report be tabled, Barry seconded and carried unanimously.</p>	Steve Saville
7.	<p>Uniform Update</p>	Lynley Shaw

	<ul style="list-style-type: none"> There has been a delay in the swatch, temporary blazers will arrive soon. Alessandra has received a blazer by courier and Lynley has advised her to bring this in. <p>Action: Finalised blazer sample to be sent to Uniform Committee (Lynley Shaw)</p>	
8.	<p>General Business</p> <ul style="list-style-type: none"> 8.1 Principal Appraisal Neil has been reengaged for appraisals as per December board meeting, Lynley has received a draft copy of the report and has read this out to the board. Steve is growing leadership within the school and he gets to opportunity to grow himself. 	Board Chair
	<p>Next meeting:</p> <ul style="list-style-type: none"> 17th April OR 24th of April 2019 No April meeting, next meeting 22nd May 2019, unless we need an urgent build meeting. Meeting closed 8.35pm 	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. <p>Lynley advised this needs to be addressed, discussion held quickly that we would run a separate ledger, call on the community to fund possible hardship ledger, Board of Trustees will use some of the legacy gift to create a fund.</p> <p>Action: To be added to May Agenda.</p> <ul style="list-style-type: none"> NZSTA 30th Annual Conference 2019 <p>Action: To be added to June Agenda for new Board. To be removed from Pending Action completed</p>	Board Chair