

Board of Trustees Draft Minutes

Wednesday, 21st August 2019, 7pm, Board Room at Rolleston College.

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

Agenda Order		
1.	Welcome	Who
	<p>1.1 Present</p> <p>Tim Hartnell, Bronwyn Hoy (Staff Trustee), Greg Knowles (Deputy Chair), Natasha Rodley, Steve Saville, Lynley Shaw (Chair), Alessandra Ward (Student Trustee), Barry Ward, Raewyn Hooper (Executive Officer)</p> <p>Note: Additional invites extended to</p> <ul style="list-style-type: none"> ● Rachel Skelton as part of PD. ● PB4L Presentation Team - Rachel Skelton, Kelly Tippett, Sarah Forward. 	Chair
	<p>1.2 Apologies.</p> <p>No apologies made.</p>	Chair
	<p>1.3 Agenda/order paper</p> <p>For Board discussion, suggest moving PB4L presentation to earlier in meeting rather than in Principals report section. Board members present agreed.</p>	Chair
	<p>1.4 Conflict of Interest declarations (2019 Conflict of Interest Register)</p>	Chair
2.0	<p>PB4L Team Presentation: Sarah Forward, Rachel Skelton, Kelly Tippett.</p> <p>The PB4L team presented to Board on the schools PB4L / Ready to Learn (R2L) programme and our aim to create a flourishing learning environment. (BOT Presentation)</p> <p>The Board wishes to formally acknowledge and thank the PB4L Team in achieving Tier 1 and Tier 2. One of the first in the South Island. The fact that you are being asked to present at numerous PB4L and Positive education conferences is recognition of the skills and talent sitting within this Team. Again thank you.</p> <p>Before Rachel, Kelly and Sarah leave, as a Board we want to also extend a very special thank you to Alessandra Ward. It is Alessandra's last night with us, our Student Trustee, and you will be sorely missed. We also have a small gift and cake to share. Alessandra, thanked everyone for their support, and while she would love to stand, it was also an opportunity for another learner.</p>	

2.	<p>Minutes</p> <p>2.1 Ratify minutes of meeting from Wednesday, 24th July 2019</p> <p>Minor amendments made, changes made at and during board meeting while discussed.</p> <p>MOVE: Lynley moves that the minutes be accepted as tabled with amendments. Barry seconded. Carried unanimously.</p>	Board Chair
3.	<p>Communications</p> <p>3.0 Board Communications * Available on the night, links provided where available.</p> <p>3.1 Complaints</p> <ul style="list-style-type: none"> No formal complaints made. <p>3.2 Incoming Board Communications <i>for review</i></p> <ul style="list-style-type: none"> MoE ESOL Telephone Verification (21st May 2019) MoE Resourcing Audit and Review of Attendance Management (5th July 2019) NZSTA STA News (Issue 29 4th July 2019) Ministry of Education (Education Gazette Volume 98 Number 13 5 August 2019) Rolleston College Stage 2 Build (Email 15.08.2019) <p>3.3 Outgoing Board Communications</p> <ul style="list-style-type: none"> Student Trustee Nomination Notice (2.09.19 Email / Facebook) Student Trustee Nomination Notice (2.09.19 Student Email) Student Trustee Nomination Form (2.09.19 Student Nomination Form) <p>ACTION: Add email from MOE regarding stage two development. Included above.</p> <p>MOVE: Lynley moves that the communication be accepted as tabled. Natasha seconded. Unanimously carried.</p>	Board Chair
4.	<p>4.0 Matters Arising and Pending Items</p> <p>4.1 Matters Arising Actions * Action Complete</p> <ul style="list-style-type: none"> Compile conflict of interest register for current Board and distribute to the Board. (2019 Conflict of Interest Register) Student Elections. Recommendation that Staff and student communication clarifies the nomination vs election process to minimise confusion *provided above. Notify Alice that the Board approves leave request. (Emailed) Amendment made to Health and Safety Policy as outlined above. (Amended) <p>4.2 Matter Arising * Requiring review, covered as an agenda item below</p> <ul style="list-style-type: none"> GST Discrepancy. Asset replenishment fund term deposit recommendations. Ensure the 2020 budget can accommodate increased advertising presence in local papers. Confirm available funds for the Hardship Fund. Hardship Fund and Process (Charity Approach and identification of beneficiaries to assist with hardship) <p>4.3 Matters Arising Actions Pending Items</p> <ul style="list-style-type: none"> Tom moved to September board meeting. 	Board Chair

	<ul style="list-style-type: none"> ● Liz Brown to be confirmed for the October board meeting. Treaty Awareness and Cultural Narrative Training to be moved to October Board Meeting. ● Bronwyn to further develop Activator proposal to include plans, location, timing, cost and funding sources. 	
5	<p>5.0 BOT Work Plan (2019 BOT Work Plan)</p> <p>5.1 Monitor Budget * included below 5.2 Mid Year Appraisal * discussed last month. 5.3 Student Election Update. * voting election to be held</p> <p>Due to the postponement of the environmental scan workshop, we have moved several August agenda items to September to ensure workload is manageable.</p> <p>5.4 Curriculum Policy * Board review and ratification of policy piece only contained on pages 1 to 8. The supporting principles and practices contained on pages 9 to 25 is for your information only and does not require review or ratification.</p> <p>Assuming everyone has read the policy. Are there any questions, concerns and or amendments to curriculum policy. None made. MOVE: Lynley moves that the Curriculum Policy be accepted as tabled. Barry seconded. Unanimously carried.</p> <p>5.5 International Learner Policy, Practices and Procedures * Board review and ratification of policy piece only contained on pages 1 to 14. The supporting principles and practices contained on pages 15 to 56 is for your information only and does not require review or ratification.</p> <p>MOVE: Lynley moves that the International Learner Policy, Practices and Procedures be accepted as tabled. Steve seconded. Unanimously carried.</p> <p>5.6 NCEA Update * Included in Principals report below</p>	Board Chair

6.	<p>6.0 Finance Report (July 2019)</p> <ul style="list-style-type: none"> ● S&S Financial Report Commentary – July 2019 ● S&S Management Report – July 2019 ● S&S Group Detail Report – July 2019 ● S&S Aged Payables Report – July 2019 ● S&S Aged Receivables - July 2019 <p>6.1 GST Discrepancy update. The schools GST is based on accounting or invoice basis. So the GST discrepancy, not a discrepancy as such, it is merely the difference between invoices paid vs invoices yet to be paid.</p> <p>6.2 Asset replenishment fund term deposit recommendations The team have managed to put aside enough funds to accommodate the replenishment of assets (purchased/planned to be purchased) within the establishment grant funds without affecting operational grants.</p> <p>6.3 Hardship fund value confirmation. The Establishment Board had initially set aside \$99k for a legacy gift. However, we now want to repurpose some of those funds towards a Hardship fund. Initially, we thought this might be \$50,000. However, we now believe it should be \$75,000 with the remaining funds put towards an honours board and small legacy gift, so there is something physically representative of the EBOT in the school.</p> <p>Q.Regarding the legacy gift, there is a big difference between \$100k vs \$25k is that enough and does it add value? A. Initially, the EBOT through a sculpture. Our revised thinking is an honours board and possibly a painting. And that the naming of grant recognises the Establishment board in some way. While \$25k doesn't seem significant, the honours board could be funded out of our FF&E furniture fund, but we can work through that.</p> <p>MOVE: Barry moves that we allocate \$75,000 towards Hardship fund with the administration of funds yet to be developed. Greg seconded. Carried unanimously.</p> <p>Furthermore, given the decreasing interest rates and volatility of the dollar, as soon as the remaining establishment grants are in our bank account, we propose investing 1.1m for 12 months at maximum interest rate available through ASB.</p> <p>MOVE: Barry moves that once establishment grants are in our bank account, we secure the \$1.1m in a term deposit for 12 months. Barry seconded. Carried unanimously.</p> <p>MOVE: Barry moves that the Finance Report be accepted as tabled. Lynley seconded. Carried unanimously.</p>	Barry Ward
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7.0	<p>7.0 Hardship Fund Process</p> <ul style="list-style-type: none"> • Available hardship fund * confirmed in finance piece above • Charity approach to support long term sustainability of hardship fund • Hardship learner and family identification policy, principles and practice • Hardship application application and process <p>Supporting documents and or links to assist with the discussion above</p> <ul style="list-style-type: none"> • Community Trust South: Strategic Vision and Funding • Victoria University Wellington: Hardship Fund and Application Form <p>Further to the conversation above, propose that we form a subcommittee to develop how we might administer the Hardship Fund and model it on existing options. Propose that we also look at setting this up as a charitable trust and increasing the fund to \$100k form individual and grant submissions.</p> <p>MOVE: That we establish a sub-committee to develop a hardship fund policies and procedures. Barry seconded. Carried unanimously.</p> <p>Secondary schools are relatively arbitrary so good to have a system around it. Additional to this, the need for a principal's discretionary fund for use to administer when and where required.</p> <p>ACTION: Ensure discretionary fund available for Principal use in 2020 budget.</p> <p>A discussion around the right people for the committee.</p> <p>MOVE: That the Hardship Fund sub-committee comprises of Tim, Natasha, Lynley and one member of the fundraising committee. Steve seconded. Carried unanimously.</p>	
8.	<p>8.0 Principal's Report (Aug 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 Board Trip Approvals and Reviews * <i>none this month</i></p> <p>8.4 PB4L Team Presentation (Rachel, Kelly and Sarah) *Presented above</p> <p>MOVE: Steve moves that the public be excluded from this section of Principals Report due to privacy concerns related to staff movements, learner disciplinary matters and trespass notice. Public excluded and in committee at 8.17pm.</p> <p>MOVE: Steve moved that public exclusion be lifted and re-included in remaining agenda items. Public included and out of committee at 8.24pm.</p> <p>We are currently having difficulty filling our maternity leave position for Maths/ Science. Currently waiting to hear back from the Ministry regarding an advance on staffing. So I am more than a little anxious, given the workload associated with the recruitment process and the lack of teachers for some roles.</p> <p>Q. Is there anything we can do to hurry that along?</p> <p>A. Short answer, no. Process wise, I submitted a request to the MoE in June 2019, and it goes through their process. Coralanne is on leave. Foe is heading to the islands. Our new contact hasn't done the process before but is coming out next week. Hence my nervousness.</p>	Steve Saville

	<p>Q. Does anyone have any questions regarding my Principals report? A. No.</p> <p>MOVE: That the principal's report is accepted as tabled. Alessandra seconded. Carried unanimously.</p>	
9.	<p>9. General Business</p> <p>Uniform update. So the good news is that we get full fabric blazers with no change to the original cost. As a committee, we have signed off on the new blazer with logo. We have also signed off on the pattern. Initially, they were going to make us a sample blazer for sign off before making a run of blazers. We have chosen not to get the sample get it made, worked out sizes, and we are getting 35 blazers made and sent to the school. These are currently in production and will be air freighted to us.</p> <p>Meeting closed 8.35pm</p>	Board Chair
	<p>Next Finance meeting: Wednesday, 18th September 2019, 6.30pm Next BOT meeting: Wednesday, 18th September 2019, 7.00pm</p>	Board Chair
	<p>Pending Agenda items</p>	Board Chair