

Board of Trustees Meeting Minutes

Wednesday, 21st March 2018, 7pm, Board Room at Rolleston College.

Agenda Order		
1.	Welcome	Who
	1.1 Present. <ul style="list-style-type: none"> No apologies made. Ric arrived late. 	Board Chair
	1.2 Apologies.	Board Chair
	1.3 Agenda/order paper. <ul style="list-style-type: none"> No change to the agenda/paper order, however, financial statements for auditor available for review and needs to be added. 	Board Chair
	1.4 Conflict of Interest declarations. - None	Board Chair
2.	Minutes	
	2.1 Ratify minutes of meeting on 21st February 2018 Minutes tabled for review and feedback. No amendments required. MOVE: Lynley moves that the minutes are true and correct and be accepted as tabled. Matt seconded. Carried unanimously.	Board Chair
	2.2 Board Communications - None	Board Chair
3.	Matters Arising Not included in current agenda <ul style="list-style-type: none"> Board members to submit 150-word blurb for board review and website publishing. * Reminder to submit Consolidated Environmental Check Included in agenda below BOT Professional Development Plan 2018 (Lynley Shaw) Student Trustee Election Information Environmental Check / Risk Assessment (Steve Saville) Communication Statistics (Kamar, App, Facebook etc) Employee Assistance Programme (Steve Saville) Annual Report and Analysis of Variance 	Board Chair
4.	BOT Professional Development <ul style="list-style-type: none"> 2018 Development Plan Update NZSTA Conference Rotorua. Lynley has not met with Tom yet, waiting on a collated environmental check (staff and board) to talk to Tom about next steps. Steve commented that almost identical but staff heavier on internal matters like workload, NCEA and pending education changes. Lynley very conscious of individual PD requests by Ric regarding Budget and Barry regarding Governance.	Board Chair

	<p>Barry updated Board on his attendance at the NZSTA meeting re Governance. Found it good but about 50% of the content has been deleted and no longer relevant. It wasn't as valuable as Tom's workshop and summary. Barry advised that he has a template which would help Ric re communications plan.</p> <p>In terms of the Rotorua conference, no one is available to attend. Lynley may attend but it depends on the papers available and waiting on this before confirming. If we choose not to attend we may be able to use that money towards securing Tom for individual PD.</p> <p>ACTION: When the conference papers become available out we will re-circulate.</p>	
5.	<p>Child Protection Policy Review (Policy and Procedures) * page 1 to 4 only</p> <p>All of our policies have a schedule for review. As part of our work plan, the Board need to review our Child Protection Policy which relates to the Vulnerable Children's Act. This policy was ratified by the EBOT in June 2017. Lynley tabled Child Protection Policy for review and feedback. Board commented on comprehensive nature of the document and no amended changes noted.</p> <p>MOVE: Lynley moves that the Child policy remains in place unamended as tabled. Barry seconded. Carried unanimously.</p>	Board Chair
6	<p>Student Trustee Elections Proposed Process and Supporting Documents</p> <ul style="list-style-type: none"> ● Student Trustee Elections ● Student Trustee Handbook ● Election Planning <p>Proposed Process</p> <ol style="list-style-type: none"> 1. Communicate student trustee election process, roles, responsibilities and expectations. 2. Board appoints a Returning Officer (RO) at least 37 days before the election date. 3. Prepare electoral roll, open roll for inspection and confirm electoral roll. 4. Call for nominations (400-word statement and picture) * July / August 5. Consolidate and distribute voting papers to the electoral roll. * Weekend 6. RO receives, examine, validate and count voting papers * August 7. Declare election results * September 8. Submit election results <p>Discussion was had around documents provided, plan and dates to ensure above process is adhered to.</p> <p>MOVE: Lynley moves that Raewyn be our returning officer. Ric seconded. Carried unanimously.</p> <p>MOVE: Lynley moves that that Student Trustee Elections be carried out in the Month of August and finalised by the 15h of August 2018. Greg seconded. Carried unanimously.</p>	Board Chair
7.	<p>7.1 Finance Report</p> <p>Supporting Documents (February Finance Report 2018)</p> <ul style="list-style-type: none"> ● S&S Financial Report Commentary – February 2018 ● S&S Management Report – February 2018 ● S&S Group Detail Report – February 2018 ● S&S Aged Payables Report – February 2018 ● S&S Aged Receivables - February 2018 	Barry Ward

	<p>MOVE: Barry moves that that Finance Reports be accepted as tabled. Nick seconded. Carried unanimously.</p>	
	<p>7.2 Financial Statement</p> <p>The team has done a great job in preparing for the Auditor visit in April. In preparation for the auditor visit and annual report process, we were going to ask that the board pre-approve the signing of Statement of Responsibility and Statement of Financial Position. These documents are now available so we are asking the Board to approve this before it goes to the auditor. Copies available on the night.</p> <p>MOVE: Barry moves that the Board approve the inclusion of a budget for the 2017 Statement of Financial Position and a budgeted Cash Flow which are derived from the Boards 2017 operating and capital budgets. Greg seconded. Carried unanimously.</p> <p>MOVE: Barry moves that the Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2017 annual accounts on the Boards behalf. Nick seconded. Carried unanimously.</p>	
	<p>7.3 2018 Term Investment Plan</p> <p>Term Investment options tabled, in spite of error in spreadsheet aside. Barry supports the recommendation to invest \$2.0m for 12 months in a term investment to get maximum interest. Comfortable that the remaining funds for investment and future operational grants are enough to cover planned budget including large spend items like the furniture, TV and garage.</p> <p>MOVE: Barry moves that Board authorises a term deposit investment of \$2.0m for 12 months as tabled. Estimated interest earned \$71,950. Lynley seconded. Carried unanimously.</p>	Barry Ward
	<p>7.4 Board Purchase Approvals (>\$5,000)</p> <p>The school is planning to purchase additional TV's (\$29,793.14 GST Incl) and furniture (\$97,813.74) to accommodate school growth. and also prepare us for next year. All purchases had been planned for as part of the establishment grant budgets and were to be staged over 5 years.</p> <p>MOVE: Barry moves that the Board approves TV and Furniture purchases as tabled. Steve seconded. Carried unanimously.</p>	Barry Ward
8.	<p>8.1 Principal's Report (March 2018)</p> <p>Key discussion points</p> <ol style="list-style-type: none"> 1. 2018 Curriculum 2018/19 Progress Report. 2. International Student Coordinator (International Directors Role) 3. Supporting Facility Reports - Jan 2018 (Performance Report / 2018 Minutes) 4. Health and Safety Reporting 5. EaSTLE Analysis * unavailable at present but will be available on the night. <p>Additional items</p> <ol style="list-style-type: none"> 6. Queenstown Rugby Trip (approval in principle to gauge parent interest) 7. College shed fundraising and design <ol style="list-style-type: none"> a. Total Span Quote and Specs b. Wide Span Shed Quote and Specs <p>Key points within my report include..</p>	Steve Saville

- We have checked with PPTA regarding EAP and while there is a crossover they are happy for access EAP services to be shared with staff.
- We have registered for School Doc's. This will enable us to review our policy and procedures against nationally rated school documents to ensure we meet all our legislative and governance obligations.
- It was always our intention to have international students. We have looked into it and it is laborious process induction, transport, cultural transitions. However, we were recently approached by a coordinator working at Kirkwood Intermediate and some of their learners want to stay on and attend an NZ secondary school.

Partnering with an existing agent is a bonus and a real opportunity for us. The advantage for us is that we don't need to go through agent negotiations, market, travel overseas etc... Potentially this could be a one year contract, we employee her for three and half days and the initial learner fees (for approx three learners) will cover her costs as we get our systems up and running. Of course, we will still need to advertise and go through our recruitment process.

The Board sees real value in having international learners in our school which would allow us to grow cultural diversity and school income. Someone operating in the area would be an easy way to transition ourselves. However, we would not like to get over 15 learners and did we want to do this in our first year of NCEA?

MOVE: Steve moves that he explores and bring back a formal plan before moving forward. Lynley accepted. Unanimously carried

Our EaSTEL analysis is not yet complete. Comprehension wise our year 9 learners are higher than our 2017 cohort. That corresponds with teacher feedback. Maths would seem to be similar to last year, however, a lower standard than what we want. This is a consistent problem across contributing school.

Q. Do we have access to the contributing primary school data to know how we can move forward?

No, and unfortunately one test doesn't give you everything about a learner. You have to use all the information you have to assess learner progress and achievement. In saying that our year nine learners have settled well. The only correlation I will make is that learners who change primary schools several times are performing lower than the trend.

- Our Kahui ako Community of Learning (COL) is formed and we are recruiting.

MOVE: Steve moves that the principal's report be accepted as tabled. Greg seconded. Carried Unanimously

- A general discussion was had around Queenstown Rugby Trip. The Board had concerns about ratio (7:3) and trip cost which would be passed on to parents. Our community is changing and our socio-economic group changing how do we keep these costs down so we are not putting more pressure on our parents. Board acknowledged this would be difficult given Queenstown is an expensive place to visit and stay.

We can't really say yes to "Netball" and no to Rugby, but we do need to look at the notice period for such trips. Netball gave its parents 6 months which was time to fundraise. So there needs to be consistency across all sports codes and

process. Don't tell us the cost, tell us how you are going to minimise this cost?

On the sports front, we do have a huge number of learners interested in sport and not enough staff/volunteers to cover all our sporting interests. Staff are feeling overwhelmed. We have also had good sporting outcomes in the last weekend like Athletics. If our sporting success continues, we are going to start getting the town schools offering scholarships and if we don't offer our kids these experiences we could lose them. Potentially a poor decision by the board if we don't provide these opportunities.

Further discussion was had regarding the number of activities happening and potential costs to parents. Netball, Year 10 Camps, Softball, Rugby Team, Athletics, International Trips. Steve pointed out that International trips and camps are different to sports and not all of these are happening in this year.

As we get better, there is room for sponsorship which will keep costs down. Potential options included the Selwyn District Scholarship Fund or the Selwyn Central Community Board.

Action: Go back to Andrew and ask for a fundraising plan to offset the cost of \$500.

MOVE: Queenstown trip is approved in principle on the premise that the teacher in charge be conscious of cost to parents and develop a cost minimisation strategy at the same time. Matt seconded. Carried unanimously.

- Shed plans tabled for discussion. Additional requirements including a higher pitch roof for additional storage, data/power, lining, larger doors, section lift doors and consent costs to be added to specifications.

MOVE: Raewyn to work with Barry and Greg to identify amendments. Rae to go back to suppliers and revise costs. Rae to talk with PFM regarding proposal sign off. Rae then to present back to Board when confirmed.

8.2 2018 Annual Report Board Process

The Annual Report and Analysis of Variance needs to be submitted to our Auditor by the 31st March and to the MoE by the 31st May 18. These require review, finalisation and ratification.

- FINAL Analysis of Variance ([Analysis of Variance](#))
- FINAL Annual Report ([Annual Report](#))

Lynley tabled the Annual Report for approval. Does anyone have any comments, concerns and questions as we have to ratify this tonight?

Q. How can we make learner transitions more effective?

The process would be similar to what we currently have however we would look for consistency and alignment with community goals. Plus more familiarisation and normalisation within the school environment.

MOVE: Steve moves that the Annual Report be approved and dated appropriately. Barry seconded. Carried unanimously.

Lynley tabled Analysis of Variance for approval. Does anyone have any comments,

	<p>concerns and questions?</p> <p>Q. Whanau engagement results seem to differ, what happened there? Our survey results show there is evidence of learner engagement and belonging but as you pointed out there were variations between whanau and some of these were significant (50 vs 90%).</p> <p>However, it is hard to quantify. We know that there appeared to be more natural leaders within some whanau. They naturally became our whanau leaders and once in place, they have had a huge impact on whanau engagement. We also moved staff between whanau and broke up some groups of learners across whanau. The result Raumati has had a significant change in learner engagement. Hotoke always had a vibrant number of whanau staff. There has been a levelling of staff and it will be interesting to see if there has been a change in this year's figures.</p> <p>General comments, excellent document, board members impressed with how far we have come and how much work has been done. Looking forward to normalisation and stabilisation.</p> <p>MOVE: With small adjustments, spelling and whanau additions Steve moves that the Analysis of Variance be approved and accepted. Lynley seconded. Carried unanimously.</p>	
	<p>8.4 EAP Program Update Update provided above.</p>	
11.	<p>NZ Uniforms Update / Senior Uniform Committee</p> <p>Committee progressing well. NZU sent us the updated Senior Uniform storyboards and we are currently waiting on production samples before we share with the wider community. We are happy with the process so far and NZU has been receptive to our feedback.</p> <p>Pending the conversation around where are our PE Tops? NZU have asked for a letter of reference to our current experience. Are you happy for me to pen a letter on behalf of the board? Everyone agreed.</p>	Lynley Shaw
12	<p>General Business</p> <p>Ric apologised for being late he has actually stated a new role and is now working as a Probation Officer. With that in mind, he asked that we change the act name in the Child Protection Policy. Accepted and adjustment made.</p>	Board Chair
	<p>Next meeting: Wednesday, 16th May 2018</p> <p>Meeting Closes: 8.58pm</p>	Board Chair
	<p>Pending Agenda items</p> <ul style="list-style-type: none"> ● Taumutu Runanga Visit (Liz Brown) <i>Confirmed for June meeting.</i> 	Board Chair