

## Board of Trustees Meeting Minutes

Tuesday, 21st May 2019, 7pm, Board Room at Rolleston College.

Agenda Order		
1.	<b>Welcome</b>	
	1.1 Present Nic Fleckney; Greg Knowles; Alessandra Ward; Barry Ward; Steve Saville; Lynley Shaw;	Board Chair
	1.2 Apologies. Matt Nicoll; Rick Stevens	Board Chair
	1.3 Agenda/order paper No change.	Board Chair
	1.4 Conflict of Interest declarations None noted.	Board Chair
2.	<b>Minutes</b>	
	2.1 Ratify minutes of meeting from <a href="#">20th March 2019</a> <b>MOVE:</b> Lynley moved that the minutes be accepted as circulated. Greg seconded. Carried unanimously.	Board Chair
	2.2 Board Communications <b>requiring review at tonight's Board Meeting</b> <i>* PDF Links available and copies also available on night</i> <ul style="list-style-type: none"> <li>Review of Enrolment Schemes (<a href="#">Moe PDF Email 29 March 2019</a> )              Requires review and confirmation of College's Enrolment Scheme.               Has everyone reviewed the enrolment scheme? As a Board, I believe we don't want to change the enrolment zone given growth in the area. Are there any objections? No objections noted.  <b>MOVE:</b> That our current school zone is retained and that the Ministry be notified. Steve seconded. Carried unanimously.  <b>ACTION:</b> Raewyn asked to respond to the Ministry on boards behalf confirming retention of current enrolment scheme. (Raewyn Hooper)</li> <li>Auditors (<a href="#">BDO accounts Memo</a> and <a href="#">Letter with Recommendations</a>) to be addressed in the Finance Section below.</li> <li><a href="#">Human Rights Commission Paper Religion in Schools / MoE PDF Email 10th April 2019</a>               Lynley passing on to the school to manage and implement.  <b>ACTION:</b> Pass to Steve to see if appropriate for schools to adopt. (Steve Saville)</li> </ul>	

	<ul style="list-style-type: none"> <li>● Board Member Resignation</li> </ul> <p><b>MOVE:</b> Lynely moves that the public be excluded from our agenda item Board Member Resignation due to privacy concerns linked to resignation.</p> <p><b>MOVE:</b> Lynely moved that public exclusion be lifted and re-included in remaining agenda items.</p> <p>There was a general discussion had around suspension process (Reference Material: MoE Good Practice Guide), subcommittee selection and matters concerning the recent disciplinary meeting.</p> <p><b>MOVE:</b> Lynley moved that Matt’s resignation be accepted, and move that we send a letter of thanks for his involvement and contribution to the Board of Trustees.</p> <p><b>ACTION:</b> Raewyn to create a letter of thanks on behalf of the Board.</p> <p>2.4 Board Communications <i>requiring review and action for new Board</i>  <i>* Available on night, links provided where available.</i></p> <ul style="list-style-type: none"> <li>● <a href="#">NZSTA 30th Annual Conference</a></li> <li>● NZSTA AGM: Saturday 13th July 2019 (2nd May 2019)</li> </ul> <p><b>ACTION:</b> Both items to be presented at the June Board meeting.</p> <p>2.3 General Board Communications <i>requiring review only</i>  <i>*Available on night links provided where available</i></p> <ul style="list-style-type: none"> <li>● Tomorrow's School Consultation Submission (<a href="#">PDF Email 03.05.2019</a>)</li> <li>● NZSTA Operations Update (<a href="#">PDF Email 03.05.2019</a>)</li> <li>● STA News (April 2019   Issue 291)</li> <li>● Education Gazette (7th May   Volume 98 Number 7)</li> <li>● Tukutuku Korero (8th April   Volume 98 Number 6)</li> </ul> <p><b>MOVE:</b> That the communication both in and out be accepted as circulated and tabled. Steve seconded. Carried unanimously</p> <p>Lynley did we circulate Tomorrow’s School Update? Unsure.</p> <p><b>ACTION:</b> Raewyn to obtain copy and place on file for future Board.</p>	
3.	<p><b>3.0 Matters Arising and Pending Items</b></p> <p>3.1 Matters Arising Actions <i>requiring review.</i></p> <ul style="list-style-type: none"> <li>● 2019 Develop of Hardship Fund (Charity Approach and identification of beneficiaries to assist with hardship)</li> </ul> <p>A general discussion was had around timings to complete this task given pending election. A consensus was reached that this is something that needs to be developed, however probably best to pass this over to the new Board to develop. To assist, we also need to confirm how much is left in the legacy fund that could be potentially reallocated.</p> <p><b>MOVE:</b> Lynley moves that the new Board gets given this task. Greg seconded. carried unanimously.</p> <p><b>ACTION:</b> Clarify the legacy fund amount for consideration by the new Board. (Raewyn / Adele)</p> <p>3.2 Matter Arising <i>requiring review but covered as an agenda item below</i></p> <ul style="list-style-type: none"> <li>● Election Process Update * included as an item below</li> <li>● Netball Trip Approval * covered in Principals Report 6.6 Trip Approvals</li> </ul>	Board Chair

	<p>3.3 Matters Arising <i>requiring review at future meetings, included in 10.0 Pending Items</i></p> <ul style="list-style-type: none"> <li>● Deprecation Review (Adele and Raewyn)</li> <li>● <a href="#">NZSTA 30th Annual Conference</a> * should be presented in June meeting with new Board</li> <li>● NZSTA AGM: Saturday 13th July 2019 (Dated 2nd May 2019)</li> </ul>	
<p>4.</p>	<p><b>4.0 BOT Work Plan</b> (<a href="#">2019 BOT Work Plan</a>)</p> <p>4.1 Finance Policy Review (<a href="#">Finance Policy &amp; Procedures: 21 May 2019</a>)</p> <p>Please note the Finance Policy has been updated to include Fundraising, Sponsorship and Overseas Trip Policies. These sections are additional to the previously Board Ratified Finance Policy (May 2017) and will require special attention.</p> <p>Our Auditor (<a href="#">Letter with Recommendations</a>) recommends adjustments to the Finance Policy and have been included under 2.0 Fixed Asset Policy, C] land &amp; buildings PPP arrangement, points 1 to 4, page 4-5.</p> <p>This is an addition to the previously Board Ratified Finance Policy (<a href="#">May 2017</a>) and will require special attention.</p> <p>Moving forward, a recommendation that both the old and new policies be made available for comparison side by side.</p> <p>In terms of policy additions, the following policy adjustments have been made for board consideration.</p> <ul style="list-style-type: none"> <li>● Overseas Trip and Fundraising sub-policy are new. This is designed to provide clarity and address the concerns raised in the Europe trip regarding group fundraising and refunds to minimise both teacher, student and parent frustrations. There is a further recommendation that the school review procedures and introduce measures like signed agreements concerning fundraising terms, refund term. And that trip meeting minutes be documented and distributed to parents and learners</li> <li>● Sponsorship sub-policy is also new and wasn't originally in place.</li> <li>● Auditor recommendations captured and included under 2.0 Fixed Asset Policy, C] land &amp; buildings PPP arrangement, points 1 to 4.</li> </ul> <p><b>MOVE:</b> That the amended Finance Policy as circulated be accepted. Barry seconded. Carried unanimously.</p> <p>4.2 Connected Update * <i>Included in Principals Report 6.0</i></p> <p>4.3 NCEA Update * <i>Included Principals Report 6.0</i></p>	<p>Board Chair</p>
<p>5.</p>	<p><b>5.0 Finance Report</b> (<a href="#">May 2019 Monthly Finance Report</a>)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> <li>● <a href="#">S&amp;S Financial Report Commentary – March 2019</a></li> <li>● <a href="#">S&amp;S Management Report – March 2019</a></li> <li>● <a href="#">S&amp;S Group Detail Report – March 2019</a></li> <li>● <a href="#">S&amp;S Aged Payables Report – March 2019</a></li> <li>● <a href="#">S&amp;S Aged Receivables - March 2019</a></li> <li>● <a href="#">S&amp;S Financial Report Commentary – April 2019</a></li> <li>● <a href="#">S&amp;S Management Report – April 2019</a></li> <li>● <a href="#">S&amp;S Group Detail Report – April 2019</a></li> <li>● <a href="#">S&amp;S Aged Payables Report – April 2019</a></li> </ul>	<p>Barry Ward</p>

	<ul style="list-style-type: none"> <li>● <a href="#">S&amp;S Aged Receivables - April 2019</a></li> <li>● <a href="#">Rolleston College March/April 2019 Monthly Finance Report</a></li> </ul> <p>While the two finance reports from Solutions and Services commentary indicate doom and gloom, the College continues to spend within budget parameters and where we expect it to be given establishment grant spend. We have kept a fair amount of cash in the cheque account to accommodate for final establishment grant payments.</p> <p>5.1 Ratify Term Investments</p> <p>We expected the final establishment grant to be paid in Jan. We believe the MoE will pay the last component of FF&amp;E between June and July. Just in case we are keeping cash in the current account. Once clarified a revised investment plan to be developed and delivered at the next Board Meeting.</p> <p><b>ACTION:</b> Investment plan be developed and delivered at the next Board Meeting. (Adele / Raewyn)</p> <p>5.2 Honoria Payments</p> <p>Honoraria payments for Board review and signature presented to the Board of Trustees present, signed by the Board Chair. To be paid on 31st May 2019.</p> <p><b>ACTION:</b> Paperwork to be provided to Adele and payment to be processed on 31st May 2019 (Raewyn/Adele)</p> <p>5.3 Auditor Policy Request * See Finance Policy bove</p> <p><b>MOVE:</b> Barry moves that the Finance Report be accepted as tabled. Steve seconded. Carried unanimously.</p>	
6.	<p><b>6.0 Principal's Report</b> <a href="#">May 2019</a></p> <p>6.1 Staff Movements (Promotions, Resignations and Leave) * <i>In Committee item</i></p> <p>6.2 Stand Down, Suspensions, Exclusions and Expulsions * <i>In Committee item</i></p> <p><b>MOVE:</b> Steve moves that the public be excluded at 8.00pm from agenda item 6.1 Staff Movements and 6.2 Stand Down, Suspensions, Exclusions and Expulsions conversation to protect the privacy of the individuals concerned. Carried unanimously.</p> <p><b>MOVE:</b> Steve moved that public be reincluded in remaining agenda items at 8.09pm. Carried Unanimously.</p> <p><b>MOVE:</b> Steve move that Merrin Diacks leave be accepted as tabled. Greg seconded. Carried Unanimously.</p> <p><b>MOVE:</b> That Lynda's sabbatical leave is accepted as tabled. Lynley seconded. Carried Unanimously.</p> <p>6.3 <a href="#">Connected SOLO Report Junior School</a></p> <p>Steve reiterated that the Solo report is not a scientific process but allows us as school to identify trends which informs planning.</p> <p>6.4 NCEA Update</p> <p>You will be aware that there is a lot on the news and a lot of debate regarding NCEA at the moment. There will be continued conversations which will create a tsunami of questions and feedback. This is unsettling but part of the process. Level one changes will</p>	Steve Saville

take place in four years, and this certainly not imminent because it requires standards to be rewritten. Gerrard is on the panel, so we get useful updates through him.

Our NCEA credits are going on quickly, and there are delays because of the moderation process. In terms of the moderation process, as a teacher, I could give my class excellences in an assignment. However, this is then internally moderated by our staff and because it's our first time we are then externally moderated twice. For example, Music stuff was sent to two different schools. This is more than what we would typically do. This will enable us to get our systems in place and ensure we are consistent in our marking. Through this process, we have picked up one area where the marking was awry and adjusted.

#### 6.5 [PPTA Strike Action Correspondence](#)

It is a busy time coming up and important to note that we did not call the strike action as a school but by the PPTA. It is the biggest strike in NZ history.

There is also further strike action (rolling strikes) proposed which means things could get prolonged. The impact on families having to find care puts additional pressure on the process and this will pass to the school and staff. The further this is prolonged, and because it is top of mind, it will begin to affect staff morale, things could get bitter. Novopay cannot handle rolling strikes so teachers will get paid. Those in the union will not get paid for this single day of strike action.

We are, of course, heavily unionised so there are no timetabled classes. As such, the school will close from midnight to midnight. We have also changed the open night as a result of the strike.

#### 6.6 Board Trip Approvals and Reviews

- Netball Trip ([Proposal](#) / [2020 Australia Netball Tournament Intent Form](#))
- International [French Trip](#)
- International [Chinese Exchange](#) Review
- Bronwyn Hoy [BOUMA](#) PD Trip Review

French, Chinese trip and Bronwyn's PD trip are not new, just a review and FYI. The Netball trip is new, they are no longer going to Fiji, so this replaces the earlier proposal. They are asking the board to approve in principle so that they can gauge interest etc.

**MOVE:** Steve moved that proposed netball trip be approved in principle. Lynley seconded. Carried unanimously.

#### 6.7 Other items..

There was a sewage leak on the boundary line that resulted in some community feedback via Facebook. Working with council PFM found that the fault was actually in the holding tank. Currently, the wastewater gets pumped to a septic tank, and the pump then pushes it through to a holding tank. This holding tank had a pipe incorrectly installed across the holding tank limiting flow and blocked with plastic which meant when the pump was active, it couldn't get through and bubbled up and out into the causeway. It has raised some issues for PFM to address regarding the familiarity of system, maintenance checks, and disabling of pumps remotely.

There is another climate change rally planned, but not sure if your learners will be going to it.

Q. Lynley: Has our navigator changed again? Yes and no. But don't worry, you don't need

	<p>to be at the meeting. It has got into the MoE machine.</p> <p><b>MOVE:</b> Steve moved that the Principals report be tabled report as accepted. Alessandra seconded. Carried unanimously.</p> <p>An additional item that has recently come to my attention is a request for the Europe trip to run a group fundraiser similar to bingo babes. As this involves alcohol, it needs to go via the Board for approval. The team is preparing the necessary paperwork for distribution to the Board.</p> <p>In terms of process, suggested that once available, this will be distributed to the Board via email for approval. Four trustee approvals via email would constitute Board approval for the trip to go ahead. Raewyn can compile responses.</p> <p><b>MOVE:</b> Steve moved that the paperwork be distributed via email for trustee review and approval. Four trustee approvals required and once receipted team to be notified. Lynley seconded. Carried unanimously.</p>	
7.	<p><b>7.0 DRAFT Principal Appraisal</b></p> <p>Initially, twelve key areas were identified by the staff on what they wanted in their leader. We are looking at three of these each term, to help move me forward. Performance workshop things. We are waiting on Neil's next steps, so probably best that we hand this over to the new board.</p> <p><b>MOVE:</b> Lynley moved that the Principals Appraisal be handed over to the new board to confirm and ratify. Greg seconded. It was carried unanimously.</p> <p><b>ACTION:</b> Principal appraisal is handed over to the new board to confirm and ratify.</p>	Lynley Shaw
8.	<p><b>8.0 Election Process Update</b></p> <p>8.1 Info Evening</p> <ul style="list-style-type: none"> <li>• Three people attended the Info evening hosted by Tom on our behalf.</li> </ul> <p>8.2 Nomination Process:</p> <ul style="list-style-type: none"> <li>• Nomination letters sent out and due to close Friday, 24th May.</li> <li>• Copies are available for existing Board members who wish to re-stand</li> </ul> <p>8.3 Voting:</p> <ul style="list-style-type: none"> <li>• Subject to nomination numbers voting papers will be prepared Monday, 27th May. Voting opens on 29th May and closes on 7th June.</li> </ul>	Lynley Shaw
9.	<p><b>9.0 Uniform Update</b></p> <p>Temporary blazers are here for our representative team to use.</p> <p>We have two blazers to take to the uniform committee next week. Style-wise, the two blazers fit well on those learners we have tried, the material does not crush, quality is excellent, the size of the logo, location of the logo and inner pocket is right.</p> <p>Because of issues with sublimation, we are now having a fabric made. The shadow logo background colour is now correct; the colour of the logo isn't right making it dominant, so our tie isn't the feature. Krista is sending out two new swatches by the end of the week. I will be calling a uniform committee meeting to move ahead.</p> <p>From there, we are signing off on the fabric (50m roll) to start the process, so when we sign off the swatch, it should be ready to go. 50m will enable us to get 40 blazers made a \$36,000 value. Then a 10,000m roll will be ordered to ensure additional blazers can be made.</p>	Lynley Shaw

	We do still have the complication about pre ordered blazers, but we will need to follow up on that when this process is complete.	
<b>10</b>	<p><b>10. General Business</b></p> <p>Lynley, would on behalf of the Board thank you all for your contribution to the Board. It has been great seeing both the school and kids develop and great to serve alongside you. Again, thank you for your contribution. For those re standing best of luck.</p> <p>Greg would like to thank Lynley as our Chairperson for her contribution to the team.</p>	Board Chair
	<p><b>Next meeting:</b> <a href="#">Wednesday, 19th June 2019</a></p> <p><b>Meeting closed:</b> 8.45pm</p>	Board Chair
	<p><b>Pending Agenda items</b></p> <ul style="list-style-type: none"> <li>● Deprecation Review (Adele / Raewyn)</li> <li>● Revised Investment Plan with interest projections (Adele / Raewyn)</li> <li>● NZSTA content to be distributed to new Board as next Board meeting.  <a href="#">NZSTA 30th Annual Conference</a>            NZSTA AGM: Saturday 13th July 2019 (Dated 2nd May 2019)</li> </ul>	Board Chair