

Board of Trustees Meeting Draft Agenda

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

Agenda Order		
1.	Welcome	Who
	1.1 Present Lynley Shaw, Barry Ward, Matt Nicoll, Raewyn Hooper, Steve Saville, Nick Fleckney, Ric Stevens, Adele Coull.	Board Chair
	1.2 Apologies. Greg Knowles, Alessandra Ward.	Board Chair
	1.3 Agenda/order paper	Board Chair
	1.4 Conflict of Interest declarations	Board Chair
2.	Minutes	
	<p>2.1 Ratify minutes of meeting from 24th October 2018</p> <p>MOVE: With adjustment noted above, move that the board minutes for October 2018 be accepted as tabled. Barry seconded. Carried Unanimously.</p> <p>2.2 Board Communications</p> <ul style="list-style-type: none"> ● School Governance Theory and the outgoing need for a NZ Community Engagement ● 2019 School Trustee Triennial Elections ● STA News ● Education Gazette ● Fete Letter for Board of Trustees Request <ul style="list-style-type: none"> ● Lynley would like to agenda early January to appoint a Returning Officer. Action Completed by Adele. ● Discussion held regarding the Fete proceeds and that not to exclude the foundation learners. Rides are allowed as long as it covers all health & safety requirements and equipment is certified. Investigate if PFM approval is required for rides to operate on school premises. Letter to be written up and state that the fete should benefit all learners at Rolleston College, The board supports the fete to raise funds for EOTC equipment. <p>MOVE: Lynley approved, Ric seconded. Carried Unanimously.</p>	Board Chair
3.	Matters Arising	Board Chair

4.	<p>BOT Work Plan (2018/2019 BOT Work Plan)</p> <p>4.1 Ratify Strategic Goals.</p> <p>4.2 Final Principals Appraisal.</p> <p>4.3 Review AOV Data * Moved to Dec as survey in progress</p> <p>4.4 Wellbeing and Numeracy & Literacy</p> <ul style="list-style-type: none"> Late January/February start work plan on Stage 2. Ratify strategic goals as they have remained unchanged for 2019. <p>MOVE: Lynley moved that the documentation be accepted, Matt seconded. Carried unanimously.</p> <ul style="list-style-type: none"> In Committee 7.22pm - Out 7.30pm. Proposed Neil Wilkinson to continue with Principals appraisal for 2019. <p>MOVE: Lynley moved that the documentation and appraisal be tabled and approved. Barry seconded. Carried unanimously.</p>	Board Chair
5.	<p>5.1 Finance Report (October 2018)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> S&S Financial Report Commentary – October 2018 S&S Management Report – October 2018 S&S Group Detail Report – October 2018 S&S Aged Payables Report – October 2018 S&S Aged Receivables - October 2018 <p>While the commentary in the Solutions and Services report is slightly doom and gloom, we are spending within budget and the school continues to be in an excellent financial position.</p> <p>Term deposit of \$550k matures 2nd December, propose new term deposit of \$800k to be reinvested early January once operational entitlement and Est. grant have been paid by Ministry.</p> <p>MOVE: Move that the Board approve the Term Deposit \$800k for 90 days. Lynley seconded. Carried unanimously.</p> <p>MOVE: Barry moved that the Financial reports and supporting items be approved as tabled. Matt seconded. Carried unanimously.</p>	Barry Ward
	<p>5.2 2019 DRAFT Budget</p> <ul style="list-style-type: none"> 2019 DRAFT Budget Simplistic as it is only the first draft budget, discussions and quickfire questions surrounding the budget, to split budget to see Operational vs Establishment spend as requested by Lynley and Barry. Further work to be completed on budget Ratify Draft budget with at December meeting on the provision that we reduce expenses where possible and confirm roll numbers. Ratify full budget March 2019. 	Barry Ward
6.	<p>6.1 Principal's Report (October 2018)</p> <p>6.2 Garage Life Cycle quote</p> <p>6.3 E-asttle Data Analysis</p>	Steve Saville

	<ul style="list-style-type: none"> ● Bharti has resigned, we had a great relationship with her and new appointment to start on the 14th December. ● Year 9 course selections have gone out. ● Adam Smith has resigned and accepted a position at St Margarets. ● Math teacher are extremely hard to come by. ● Union meeting held with no industrial action this year. <p>In Committee at 7.39pm - out 7.47pm.</p> <p>6.2 Garage:</p> <p>Discussion held to pass the garage to PFM allows us to clear out hands and they manage the upkeep etc of the garage. FSP for approval at a cost of \$8,000 per year, expect a 10% margin , this would be allocated out of the operational budget. PFM would be a quicker option than building with ministry at stage 2.</p> <p>MOVE: Steve moves that we engage PFM for process and build of garage facilities, Lynley seconded. Carried unanimously.</p> <p>6.3 E- Asttle:</p> <p>Discussion held around results for year 9 and 10, concerns raised over year 10 reading results on a downward trend, term 4 we have adapted a more streamlined maths programme catering for learner needs and support.</p> <p>MOVE: Move that the Principals report and supporting documents be ratified as tabled. Barry seconded. Carried unanimously.</p>	
7.	<p>Uniform Update</p> <p>7.1 Blazer Update</p> <ul style="list-style-type: none"> ● Uniform is all signed off with the exception of the blazer due to the quality of the sublimation, NZ Uniforms used the excuse of being rushed and are currently redoing the blazer. Once issue of quality is addressed will roll out on social media/prizegiving etc. If the issues still arise we will need to go to a non sublimated material, as we do not want any quality control issues. 	Lynley Shaw
8.	<p>General Business</p> <ul style="list-style-type: none"> ● Raewyns last board meeting for 2018, the board wished her well and will see you in term 2 2019. <p>Xmas Dinner: 8th December 2018, 5pm. Lynley's house.</p> <p>Next meeting: 12th December 2018, 7pm followed by Dinner. (Booked)</p> <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. ● Ratify 2019 BOT Work plan 	<p>Board Chair</p> <p>Board Chair</p> <p>Board Chair</p>