

Board of Trustees Meeting Minutes

Date: Wednesday, 22nd November
Time: 7.00pm
Venue: Boardroom, Rolleston College

Present: Nick Fleckney (Trustee); Steve Saville (Principal); Lynley Shaw (Trustee); Ric Stevens (Trustee); Barry Ward (Trustee); Greg Knowles (Trustee);

Apologies: Matt Nicoll (Staff Trustee);

In attendance: Raewyn Hooper (Executive Officer)

Agenda Order		
1.	Welcome	Who
	1.1 Present	Board Chair
	1.2 Apologies Matt has provided his apologies Matt apologies. accepted by Lynley	Board Chair
	1.3 Agenda Order / New Items <ul style="list-style-type: none"> 2018 Principal Appraisal - Neil Wilkinson In Committee Items 	Board Chair
	1.4 Conflict of Interest declarations	Board Chair
2.	Minutes	
	<p>2.1 Ratify minutes of meeting on 25th October 2017 Amendment to be made in October minutes "Squash evenings... " MOVE: Pending adjustment Lynley moves that we accept October Minutes as a true and correct version. Barry Seconded. Carried Unanimously.</p> <p>2.2 Matters Arising</p>	<p>Board Chair Rae to amend</p>
3.	Board Professional Development Day	Board Chair
	<p>3.1 Professional Development Day *Outline to come Lynley meeting with Tom and will distribute draft agenda/outline. Tom will make this more fluid so it is a conversation but in essence, we are covering off the items included in the outline. Confirmed that the professional development will be based at school 9.00am and hope to finish about 2 pm.</p>	
4.	Important Dates for Board	Board Chair
	A discussion had around upcoming events.	

	<ul style="list-style-type: none"> ● Board Development Day. Saturday 25th November 2017 (9 am -3 am) ● Board Xmas BBQ. Saturday 25th November 2017 (5 pm - 9 pm) No need to bring anything as everything is catered for, however, would appreciate some help on the BBQ, thanks, Greg. ● BYOD Evening. (Monday 27th November, 6.30 pm - 7.30 pm) <p>The evening is for our new parents and learners. Steve plans to talk about school structure and how it links to NCEA. Our learners will act as school guides and we also plan to have a number of partners there including NZ Uniforms. We will also have several ICT providers who will talk about our BYOD devices. It is also an opportunity for the Board to mix and mingle with our new parents.</p> <p>Barry gives his apologies for helping with William Pike Challenge and Raupaki.</p> <ul style="list-style-type: none"> ● Volunteers Afternoon Tea (Wed 29 November at 3.30 pm) ● Welcome Day for Yr 9 (8th December 9-12 pm) ● Exhibition Evening (Monday 11th December) Existing learners ● Board Meeting. Wednesday, 13th December 2017 (7 pm to 9 pm) ● Prizegiving (Thursday 14th December 10.20 am to 12.00 pm) ● Staff Xmas Lunch (Thursday 14th December 1.00 pm to 3.00 pm) Rae to confirm those able to attend. Barry asked who pays for this, Steve advised that the Board pays for it and t is gratefully appreciated. 	
5.	Hornby High School Zoning Consultation Update (Rolleston College Letter)	Board Chair
	<p>Greg and Lynley went to the zone meeting and were the only ones to attend the meeting. There wasn't even a Hornby parent.</p> <p>Greg and Lynley shared our approach and the intention of the letter including implications. The Hornby Board were not aware of the shared areas and implications. Our gut feeling, the Board was not concerned about leaving the boundaries where they were. The Hornby Board is worried about the other side of Hornby which is currently going to Riccarton.</p> <p>It would be fair to say that the MoE had proposed and drawn up the zone lines. The MoE representative was a little defensive regarding our concerns.</p> <p>Greg and Lynley shared our approach and the intention of the letter including implications. The Hornby Board were not aware of the shared areas and implications. Our gut feeling, the Board was not concerned about leaving the boundaries where they were. It would be fair to say that the MoE had proposed and drawn up the zone lines. Hornby is more worried about the other side of Hornby which is currently going to Riccarton. However, the MoE person who made the proposal was a little defensive.</p> <p>Steve noted we were previously not involved in the zoning issues, however, as a college we are now involved as the zoning issues are being pushed our way.</p>	

	This includes Ellesmere, Rolleston, Lincoln, Darfield.	
6.	Principal Appraisal	Board Chair
	<p>6.1 Principal Appraisal Summary * Full appraisal and summarised version provided for review on the night. Documents removed at end of the meeting and filed.</p> <p>MOVE: That in terms of Section 48 of the Local Government Official Information and Meetings Act of 1987, the public is excluded from this part of the meeting because the Board wishes to discuss Principals Report and Staffing Matters.</p> <p>MOVE: Lynley moves that we accept performance appraisal as tabled and that we congratulate Steve for a glowing report. Barry Seconded. Carried Unanimously.</p> <p>6.2 2018 Appraisal Fee</p> <p>Lynley read out Neil’s email outlining his proposed appraisal Fee for 2018. Opened to the floor for discussions.</p> <p>What is Neil's background? Neil is an ex-principal with a wealth of experience who acts as an independent advisor and mentor.</p> <p>Barry would not like to appraise a Principal. First off because I am biased, unfamiliar with schools and happy that we have an independent voice. Greg and Ric both agreed.</p> <p>Lynley also sees value in retaining a professional person to do the review. Neil has been with us since the start and believes a change in reviewer would be wrong at this stage. It also fits in with our transparency ethos.</p> <p>MOVE: Lynley moves that we do re-engage Neil as our Principals Appraiser at the proposed rate. Barry Seconded. Carried Unanimously.</p> <p>6.3 Staffing</p> <p>MOVE: Lynley moves that we accept the tabled resignation and maternity leave application. And that we advertise three positions (Science 1FTE, Languages FT FT, Food Tech Hospitality FT PT) Ric Seconded. Carried Unanimously.</p> <p>Ric. In terms of Mental Health and Wellbeing, how do we as a board support our staff? Steve explained that as a first level, Sophie is our Hauora Leader. We have access to school counsellors who are available for use where necessary or we can recommend external providers where appropriate. However, traditionally there are no other measures.</p> <p>Do we have a programme like Employee Assistance Programme (EAP)? Steve advised no and there is no obvious pathway for that, however, will chat to Sophie regarding its potential use.</p> <p>MOVE: That the meeting be made open to the public 7.47pm. Steve Seconded.</p>	<p>Lynley / Rae</p> <p>Steve / Sophie</p>

	Carried Unanimously.	
7.	Finance	Barry Ward
	<p>7.1 Finance Report (October 2017)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> • S&S Financial Report Commentary – October 2017 • S&S Management Report – October 2017 • S&S Group Detail Report – October 2017 • S&S Aged Payables Report – October 2017 • S&S Aged Receivables - October 2017 <p>7.2 Finance Report Purchasing Approval. The school are seeking board approval for the following purchases over \$5,000.</p> <ul style="list-style-type: none"> • \$150k reallocation of Establishment Funds for storage shed, sports uniforms and equipment • Firewall for Advanced Filtering. • 2018 ICT Purchases (Firewall, Chromebooks, Laptops) <p>7.3 2018 DRAFT Budget (Nov 22) discussion document. Questions or concerns.</p>	
	<p>At the last meeting, the Board approved a Term Deposit, however, Kylie form ASB was concerned about the investment amount. After talking with Adele that amount was reduced to \$750k and plan to look at our cash on hand as at 14th December to reinvest appropriately.</p> <p>There is nothing in the supporting documents that we need to be overly aware of. We do have a number of CAPEX items for review and approval.</p> <p><i>As extracted from Finance Report</i></p> <ol style="list-style-type: none"> 1. <i>\$150k was originally allocated for a rock climbing wall and gym divider as part of the Physical Education & Health Establishment grant spend. Based on needs we are proposing a reallocation of funds towards a</i> <ol style="list-style-type: none"> a. <i>Vehicle and Storage Shed. Quotes currently averaging \$72,967.02 excluding GST.</i> b. <i>And the remainder to be allocated Sports Uniforms and Equipment costs based on 2017 actuals and 2018 sports calculations. With the expectation that any charity and or pub funding that is secured in relation to sports will be redistributed to the Physical Education learning area.</i> 2. <i>Firewall for Advanced Filtering. The total cost of \$17,777.01. As a school, we plan to lease this equipment via Equico for three years. Repayments valued at \$1,874.18 (GST Exclusive) per quarter * inclusive of insurance.</i> <p>Vehicle and Storage Shed</p> <p>The team are looking at reallocating funds and some of this will go towards a proposed shed that runs parallel to the Gym which will use up some of our car park space. We are currently proposing that we own it rather than pay via our PPP contract as it will add-on lifetime maintenance costs.</p> <p>Having had a look at the plans Barry suggests a higher stud (3m) would be an</p>	

<p>advantage which accommodates the addition of a roof rack. Inclusive of power, a security system and plywood along lower walls. Perhaps we can also investigate a water catcher for a garden and an electrical for car charging station. There are companies around who will pay for units if you pay for the power source and if you add it on their website.</p> <p>Should we approach local contractors? We already have quotes from NZ Shed and Total span. Having just installed a shed you won't beat them on price so think the quotes appear right. Sheds NZ was much better product and all you need is a concrete floor, big opening, electricity and electric roller doors.</p> <p>Could we source some funding via a pub charity to cover the cost of the shed? We can help with the funding application as it should come to the Board. Lynley will help with the funding process and Barry to touch base with contacts to see what is available.</p> <p>Will we need to get an engineer? There is a council requirement to have an engineers report. Lynley if we need any civils let me know.</p> <p>Greg noted we will also need a GEOTECH to assess compression and need to check with council to see if we can increase our floor area.</p> <p>MOVE: That Greg and Barry form a subcommittee to review Shed quotes and bring back options for discussion at next board meeting. Steve Seconded. Carried Unanimously.</p> <p><i>IT Services and Device Purchases</i></p> <p>Steve assured the board that the ICT services and end-user devices being purchased were part of our original 5-year plan. In fact, we have pulled back on some ICT spend based on current use.</p> <p><i>As extracted from Finance Report</i></p> <p>a. <u>New ERA ICT Agreement (Gold Agreement)</u> Total cost \$49,200 (Excluding GST) for a year based on 16 hours per week over 40 weeks and phone support. Our preference is a 12 hour per week contract over 40 weeks which is currently being renegotiated.</p> <p>b. <u>2018 Devices (Desktops)</u> In line with 5-year budget, the school proposes buying an additional 10 desktops. A total cost for the year of \$15,084.45 (Excluding GST.)</p> <p>c. <u>2018 Devices (Laptops and Chromebooks)</u> In line with 5-year budget, the school proposes leasing 20 Chromebooks and 10 laptops worth a total cost of \$20,936.26 (Excluding GST). Leased over two/three years respectively repayment estimates are valued at \$2,115.03 (GST Exclusive) per quarter / \$8,460.10 per year (GST Exclusive) including insurance.</p> <p><i>Firewall for Advanced Filtering</i></p> <p>The Firewall is an additional item we didn't account for but based on what is happening this year is needed. It will give us extra control and to help with technology use and public relationships. Digital Technology and using it appropriately is an ongoing conversation with our kids, their whanau and the community.</p>	<p><i>Greg, Barry and Lynley</i></p>
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	<p>Nick. In three years this technology could be potentially obsolete? Steve agreed, it is one reason why we are choosing to lease it instead of purchasing outright.</p> <p>MOVE: That board ratify the term deposit, approve the purchase of the associated Firewall, IT and associated ICT purchases. Greg seconded. All in agreement</p> <p>Draft Budget 2018</p> <p>The Draft Budget will be ready for review at the next board meeting.</p> <p>MOVE: That the Finance reports be accepted in their entirety. Nick seconded. All in agreement.</p>	
8.	Principal's Report (November 2017)	Steve Saville
	<p>8.1 Recruitment As you can see our four appointments have been approved and in place</p> <ul style="list-style-type: none"> ● Mel Evans ● Jamie Buckland * a first-year teacher ● Sebastian Curry * another first-year teacher ● Kevin Hoy * Fixed Term <p>We are making Fixed Term appointments with intention of hiring them during the year. Three additional positions are being advertised.</p> <p>8.2 Compliance Reporting There is a lot of work happening around compliance and the board will need to sign off on this work. It is a monumental task.</p> <p>8.3 AKO Whanau Leaders. We have announced our AKO whanau leaders. It was a rigorous process run by Rachel and Lynda. The SLT is currently doing a lot of work that should sit with middle management and we are hoping this will help ease their load. There is a reshuffle happening and it is creating a lot of debate. Where it is in the best interest of the learner we will move them and we plan to do this in consultation with home.</p> <p>8.4 Flint & Steel Magazine. Did an article when Jackie was still our chair which is here if you wish to read it. Flint & Steels is a trendy, almost exclusive and poseurish magazine that comes out of Maxim Institute. There was a lot of discussion before they come down and the theme is around cultivating community.</p> <p>8.5 Study Grant. Jan Kershaw has been awarded a 0 .2 study grant for counselling which will benefit us in the long run.</p> <p>8.6. Disciplinary procedures. You will see I have summarised our disciplinary actions for the year to date.</p> <p>Section 27 is at the Principal's discretion if I want a cooling down period. Our official stand downs are to higher but we have to set the behaviours and draw lines in the sand.</p>	

	<p>There are some boys behaving in an unsafe way. However, we are getting some good process with our group of five boys.</p> <p>Are we seeing continuous children? Yes, we have had two repeats, but in one case his in-class behaviour has improved. His out of class unsupervised time is not. The other we have a good relationship with the family but suffers academically.</p> <p>When there are incidents they are handled quickly.</p> <p>Rachels community face is strong and we need to give her credit. She spends a lot of time here too!</p> <p>We had a staff meeting, we will not go down the punitive line and we need to work through that.</p> <p>8.7. Enrolments. Enrolments currently sitting at 197 and we expect another surge after open and BYOD night. Options for Year 10 selected also went out today.</p> <p>Is the 197 what was expected? MoE expects 220, not much more than 205, however, I think it will fall at 210?</p> <p>How many have we lost? We lost 8 or 9 and expect to lose another 4 or 5. Some have moved out of the area. Some have chosen Lincoln because they want a more traditional approach. A number of kids are coming in from town and I am not sure if that is sustainable. The one I am sad about is the one that is moving to Leeston and taking through with the family. The role should hit about 405 or 410 at the start of the year.</p> <p>8.8 Other items</p> <p>Any update on sewage? No update as yet. Nick keen to see the report.</p> <p>MOVE that the Principal's Report is accepted as written. Barry second. All agreement carried.</p>	
9.	<p>Private Public Partnership Report (October 2017 Monthly Performance Report)</p> <p>We note that lighting and electricity trending higher than the design. Also, the crown damage has increased in November 2017.</p> <p>Don't have an issue with PPP, if they were to do another PPP there will be another evolution based on the learnings from the current schools. A change in government might see PPP might change again. There are a large number of schools being built.</p>	Steve Saville
10.	<p>NZ Uniforms Update</p> <p>Uniform committee meeting planned for next week next Thursday.</p> <p>NZU on sight next week as well seeking outcome to PE Tops and discussing potential designs for sports jackets.</p> <p>We have no update on the cost of replacement PE tops but we have indicated that there should be no cost to the families. Replacements should be like for like. If there was a change of size they would not fund it. If there was a change in the house is that is a cost to the family or not. Or what other options we can work with NZ Uniforms to develop.</p>	Lynley Shaw

11.	<p>General Business</p> <p>Over the Xmas Holiday break who is around Rolleston? Conscious that both Steve and I will be overseas and we need key contacts for the school just in case. Greg should be around. Ric shouldn't go far.</p> <p>Suggest we come up with a shared calendar/roster with SLT and that all contact details be shared between and BOT and SLT in case anything happens.</p> <p>The security of the school is problematic because if it's open plan. If they get into the school they have almost full access. In those instances, we can only monitor and deal with it. One thing that works in our favour will be that the community owns the school. We are lucky in that respect.</p> <p>Has the council asked about civil defence station? Yes but it hasn't progressed past a discussion to the school being used as a CD station.</p> <p>How do we give our learners safe independence? Our learners live in a high expectation low accountability world and are becoming increasingly confused. Their lives are extremely complicated and there is no respite for them.</p> <p>Meeting declared closed at 8.55pm</p>	<p>Board Chair</p> <p><i>Raewyn</i></p>
12.	<p>Next meeting:</p> <ul style="list-style-type: none"> ● Board Development Day. Saturday 25th November 2017 (9am -3am) ● Board Xmas BBQ. Saturday 25th November 2017 (5pm - 9pm) ● Board Meeting. Wednesday, 13th December 2017 (7pm) 	
13.	<p>Next Agenda items</p> <ul style="list-style-type: none"> ● BOT Communication Plan (Ric Stevens) ● BOT / SLT Xmas Roster ● BOT / SLT Contact Numbers 	