



## Board of Trustees DRAFT Meeting Minutes

**Date:** Wednesday, 23rd of August 2017

**Time:** 7.00pm

**Venue:** Boardroom, Rolleston College

**Present:** Nick Fleckney (Trustee); Greg Knowles (Trustee); Matt Nicoll (Staff Trustee); Steve Saville (Principal); Lynley Shaw (Trustee); Ric Stevens (Trustee);

**Apologies:** Barry Ward (Trustee);  
*In attendance:* Raewyn Hooper (Executive Officer)

Agenda Order		
<b>1.</b>	<b>Welcome</b>	<b>Who</b>
	<b>1.1 Present</b>	<b>Board Chair</b>
	<b>1.2 Apologies</b>	<b>Board Chair</b>
	Barry and Tom's apologies were received. Steve seconded, all BOT members present agreed. Motion passed.	
	<b>1.3 Agenda/order paper</b>	<b>Board Chair</b>
	Agenda items reviewed and no late additions to the agenda were made. Given the number of items on the agenda, motion from Lynley to move item 6 Board Communications to General Business if we have time. Nick seconded, all BOT members present agreed. Motion passed.	
	<b>1.4 Conflict of Interest Declarations</b>	<b>Board Chair</b>
	Ric recommissioned as Cadet Services officer and will be commissioning / recruiting shortly. Matt wished to acknowledge his Selwyn United ties in regards to facility hire. Involvement duly noted by Lynley and acknowledged that we all have community ties.	
<b>2.</b>	<b>Minutes</b>	
	<b>2.1 Ratify the minutes from previous meeting</b> Matter arising from previous minutes. Matt asked if the board are happy for students to interview board members present. Currently looking at AKO times 9 - 10 or after school. Should be fine. Lynley moved that minutes be accepted. Steve seconded, all BOT members present agreed. Motion passed.	<b>Board Chair</b>
<b>3.</b>	<b>Deputy Chair Vote</b>	<b>Board Chair</b>
	Deputy Chair nominations sought. Lynley read Barry's nomination for Greg Knowles. Nominations opened up to the floor but no further nominations were made. Lynley moves that Greg Knowles be accepted as Deputy Chair. Greg accepts. Steve seconded, all BOT members present agreed. Motion passed. On behalf of board, Lynley congratulates Greg on the new role.	

<b>4.</b>	<b>Board Professional Development Plan</b>	<b>Board Chair</b>
	<p>4.1 Board Professional Development</p> <p><a href="#">Board Professional Development Plan</a> prepared by Lynly and presented to Board. Any comments on preferences.</p> <p>Ric sees it as a workshop where we do it all at once one day session.</p> <p>Lynley agreed and acknowledged that Tom will run the session depending on availability. See it as one day meet in the morning, break and come back in the afternoon. This should be followed by a Board Professional Development review session within the usual board meetings.</p> <p>Move that we organise a BOT development day on Saturday or Sunday and try and have that completed depending on Tom's availability by the end of October. Ric seconded, all BOT members present agreed. Motion passed.</p> <p>Rae to collate unavailable days and identify an available day - Saturday preferable.</p>	<p>BOT to submit availability</p> <p>Raewyn to collate options</p>
<b>5.</b>	<b>Board Structure ( Function or Portfolio)</b>	<b>Board Chair</b>
	<p><b>5.1 Board Structure Function or Portfolio</b></p> <p>As noted in previous meetings "Boards can structure their meetings as they choose, they can also choose to divide the work between trustees in various ways. However, it is important to remember that the board is collectively responsible for any decisions, no matter how the work is divided.</p> <p>The recommendation made was that function based roles be reviewed by the board as each task arises with the exception of Finance. Lynley proposed that we think about that and make the decision at the next meeting."</p> <p>Opened to the floor for comment.</p> <p>Matt has a preference of Function. Functional roles provides more flexibility except Finance. But that Finance could be on a rotational basis perhaps half yearly.</p> <p>Lynley proposed that we can address functional responsibilities as matters arise depending on availability, appropriateness, and conflict of interest. For instance disciplinary matters - we would see who was available unless someone has a strong desire not to be involved in that process. But leave it to Steve to request assistance.</p> <p>Move that the Board is based on a functional structure except for Finance Officer which should be rotated on a six monthly rotating basis. Matt seconds, all BOT members present agreed. Motion passed.</p> <p><b>5.2 Finance Officer Nominations</b></p> <p>Lynley asked if there were any nominations for our first finance officer?</p> <p>Steve advised that the Finance Board Meeting would usually meet before the current board meeting so they are ready to go into the new Board Meeting. The workload would be minimal as Adele and Raewyn would be doing most of the work.</p> <p>Nominate Barry, Ric seconds, all BOT members present agreed. Lynley to check that Barry is happy to accept the position. Failing Barry's non-acceptance Ric would take up the position.</p>	<p>Lynley to check if Barry accepts the role.</p>
<b>6.</b>	<b>Communication Strategy and Publicity Plan</b>	<b>Board Chair</b>
	Moved to the last item.	
<b>7.</b>	<b>Maori Representation on the Board (Taumutu)</b>	<b>Steve Saville</b>
	Nothing to report, Liz is hard to get hold of. She is however in total agreement of a Taumutu advisory capacity as it strengthens our connections with Taumutu and our community. We are moving on the plaque.	Steve to follow up
<b>8.</b>	<b>Policy Review - Administration Policy</b>	<b>Board Chair</b>
	<p>8.1 <a href="#">RC Documentation and Self Review Policy</a> * Pending changes</p> <p>The board is only required to review the policy pages 2 to 7. The procedural piece</p>	

	is simply the school's operational implementation of the related policy.	
	<p>Lynley feels the policy is still appropriate but opened to the floor to see if there were any concerns or issues people would like to discuss.</p> <p>Nick asked if new policies for school are reviewed by a lawyer.</p> <p>Steve advised not in his experience. We did obtain a number of policy type templates from Lynda, Tom, and Kiwidocs. Unfortunately, Kiwidocs are more appropriate for primary schools not secondary. Tom has had a large input on all existing school policies and some have been scrutinised by external organisations. Further scrutinisation may be cost prohibitive.</p> <p>However, if and when there is a change in the law might be an appropriate time to review the related policy.</p> <p>Ric happy to leave the policy as it stands. We only have to review it every three years and covers our main obligation as a board.</p> <p>Rick moved that the Rolleston Government policy is accepted as it currently stands. Nick seconded, all BOT members present agreed. Motion passed.</p>	
<b>9.</b>	<b>Finance Report</b>	<b>Steve Saville</b>
	<p>9.1 Rolleston College - <a href="#">June / July Finance Report</a></p> <p>9.2 Asset Purchase &gt; \$5k. <a href="#">School Van Purchase Approval</a></p>	
	<p>Major points for BOT to consider is that all 2016 expenditure has rolled over and impacted in the 2017 year. There is nothing of major concern. Donations are coming in as anticipated however we are not receiving as much facility revenue. Teacher PD is under budget but we are following up.</p> <p>Cost wise, there might be some sting in the build tail like costs around the Recording studio. However, we continue to have on going discussions between PFM and the Ministry. Facility wise it's about balancing our budget so we don't incur any additional expense.</p> <p>A bank of hours discussion and impacts parked for later discussion.</p> <p>As outlined in June / July Finance report. Steve moved that the board approves the purchase of school van. Matt seconded and carried. all BOT members present agreed. Motion passed.</p> <p>Steve move that the June and July finance reports and associated documents be accepted and approved as tabled. Ric seconded, all BOT members present agreed. Motion passed.</p>	
<b>10.</b>	<b>Principal Mid Year Appraisal</b>	<b>Board Chair</b>
	<p>Personnel related matter, Board In Committee</p> <p>Move that the mid year principal's appraisal is accepted, Matt seconded, all BOT members present agreed. Motion passed.</p> <p>Lynley signed appraisal and to be filed.</p>	
<b>11.</b>	<b>Principal's Report</b>	<b>Steve Saville</b>
	<p>11.1 Link to <a href="#">Principal's Report</a></p> <p>11.2 <a href="#">Senior School Uniform Opinions</a></p> <p>11.3 R2L Referral <a href="#">Report Term Two</a></p>	
	<p>As of Monday, we are now part of <b>Rolleston Community or Area of Learning</b> (Rolleston COL) which gives us access to funds and enables us to build relationships with local primary schools and youth service providers in the area.</p> <p>Amy Adams and a number of <b>politicians</b> were here today thanks to Matt for a discussion around sustainability.</p> <p>Annie co ordinated <b>International Day</b> and it was a great success.</p>	

<p>We are trying to get more information into the media around school events and success. However, there is currently a <b>backlog of articles</b>.</p> <p>Sophie led an initial session to obtain learner feedback around the initial <b>Senior Uniform</b> options and the feedback is outlined in the report. Lynley commented that the next steps will involve us getting community feedback which will be a year long process that requires both community and learner consultation.</p> <p>The initial proposal was to look at a change in tops to complement the base uniform. Key considerations for choosing a uniform will include functionality, affordability, and warmth. Additional consideration should also be given to boys growth rates between years 11 and 12.</p> <p>Move that a committee is formed similar in composition to the original EBOT uniform committee who can then review school uniform options. This should include parent representatives from a variety of contributing schools, staff representatives, two mixed gender student representatives and a cross section of sizes. Matt seconded, all BOT members present agreed. Motion passed.</p> <p>This sits within the Hauora (Sophie / Sarah)</p> <p>Question do we have any particular people involved? Bridget was involved (Greg's wife) from last time and she was very good. But we will look</p> <p>Do we go back and contact the group as the first port of call? Yes, then lobby for community involvement post initial consultation.</p> <p>Lynley would like to be involved in that discussion and everyone agrees. Based on the experience of last time and having been a negative experience from a supply perspective Greg believes that is a good call. Lynley and Rae to liaise around initial groups involved to share with the group.</p> <p>New Zealand Uniforms opening a shop in December.</p> <p><b>R2L Report.</b> Our school is part of the Positive Behaviour for Learning (PB4L) programme which includes a board representative Lynley.</p> <p>PB4L School-Wide looks at behaviour and learning from a whole-of-school as well as an individual child perspective. It aims to help us build a culture where positive behaviour is the focus rather than punitive. It's not about us changing the learners but it is about changing the environment, systems, and practices we have in place to support them to make positive behaviour choices.</p> <p>The R2L report is unique in that it includes both positive and negative behaviour. We are finding more issues in break times around low level concerns, with spikes at 8 and 1 and this about timing not because of any failure by teachers. Overall, it will provide us is a sense of change.</p> <p>Lynley is concerned about the number of bullying incidents specifically the boys from the first to the third term. Steve acknowledged that it is trending upwards and something we need to nip quickly. From a staff perspective, as learners start to trust teachers and process we think learners are reporting it more than an actual increase in numbers.</p> <p>The report does give us data on which to act. For instance, we have a character day coming up to help build resilience to address issues, enabling our learners to stand up for themselves and encouraging their voice. We are also talking with staff to see how we can rectify it.</p> <p>Without role models, our year nines don't know what a year ten looks like because it's not evident. Something we need to help them transition to. Ric asked if there are additional programmes we should run to help them see what Year 10's should look like? We are currently working with other schools to build those relationships across the school.</p>	<p>Steve vis Sophie / Sarah</p> <p>Lynley / Rae</p>
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	<p>We are also very conscious, that bullying is a phrase readily used instead of terms like teasing which is now hardly ever used. As a term bullying is easier to use because it is heightened.</p> <p>There are good things happening. Teachers can initiate major brain breaks to enable kids to take a breather and push the pause button. Of course, we have to be careful that students don't use it regularly and give learners an opportunity to pause.</p> <p>By comparison with school's you have been at in the past how is Rolleston College? Steve advised that he is not used to this low level of offending. Perhaps he is also not used to learner honesty and their ability to articulate what was done wrong.</p> <p><b>Build Snagging</b> list includes the following items...</p> <ol style="list-style-type: none"> <li>1. School Fields: We have been encouraged to use the grounds/ fields despite the issues.</li> <li>2. Food Technology: Kitchen plans have been created but they are plans we are yet to see.</li> <li>3. Dishwasher: Currently waiting on wall removal quote.</li> <li>4. Whare: The Whare solution is to change of occupancy of the area which allows us to remove the ducting. We are waiting on MoE confirmation.</li> <li>5. Space under stairs: H&amp;S hazard currently under discussion.</li> <li>6. Whanau Paint Colours: Whanau colours, to be remedied.</li> <li>7. Cafe Lino: Lino has settled down currently watching to see what happens.</li> </ol> <p><b>Rolleston College School visits</b> are still high but manageable and in line with our additional funding.</p> <p>Rae and Adele and are currently looking at the <b>2017 budget re-forecast and 2018 budgets</b>.</p> <p><b>Enrolment and learner interviews</b> currently under way. Enrolments are coming in at a regular rate. I have made a slight error in not setting a date, so we can get a more definite idea for numbers and associated resourcing . We have received out of zone roll enrolment but we are not accepting. Templeton, is an ongoing issue.</p> <p>The <b>Scooter Theft</b> items were returned. The boys (Aged 13 - 15) who stole the scooters have been back and they were abusive. We are in the process of trespassing them and as a result we are predicting some future facility damage from these individuals.</p> <p>In relation to stand downs, I will notify board retrospectively. Suspension and expulsion go through the board to manage.</p> <p><b>Curriculum update.</b> We have looked at ratios and put through a timetable which is now under review from learning area leaders. The next step is to create a recruitment paper including a one-year maternity and a part time role with a mix of maths, PE, Hospitality, and Science.</p> <p>As per Steve's recommendations, move that we place an ad in Education Gazette for a one year maternity position and a part time position. Subject coverage to include Mathas, PE, Hospitality and Science. Greg seconded, all BOT members present agreed. Motion passed.</p> <p>Move that the Principal's Report is accepted. Greg seconded, all BOT members present agreed. Motion passed.</p>	<p>PFM / PPP</p> <p>Raewyn and Adele</p> <p>Steve Saville</p>
12.	Principal PD	Steve Saville

	Approved previously and working through detail plan.	
<b>13.</b>	<b>Trip Approvals</b>	<b>Steve Saville</b>
	<p>13.1 Marlborough Rugby Trip, retrospective approval</p> <ul style="list-style-type: none"> <li>• <a href="#">EOTC Proposal</a></li> <li>• <a href="#">Safety Action Plan</a></li> </ul> <p>Requested a retrospective approval of the Marlborough Rugby trip. Delays and gaps in the EOTC notification process meant this didn't get approved by the entire board. Lynley expressed her disappointment however, learners had a fantastic experience.</p> <p>Move that the Marlborough Rugby Trip be retrospectively approved. Matt seconded, all BOT members present agreed. Motion passed.</p> <p>13.2 <a href="#">2018 SISS Netball Tournament Proposal</a></p> <p>As per the proposal, move that the board approves and accepts the 2018 SISS Netball Tournament Proposal, pending the correct EOTC paperwork is completed to the satisfaction of Hayden Shaw, School and Board. Matt seconded, all BOT members present agreed. Motion passed.</p>	
<b>14.</b>	<b>Facility Hire Discussion</b>	
	<p>14.1 <a href="#">Third Party Facility Hire Board Discussion Paper</a></p> <p>Supporting Documents</p> <p>14.1 <a href="#">Lumley Ministry of Education Risk Management Programme</a></p> <p>14.2 <a href="#">PPP Bank of Hours &amp; Caretaker Works</a></p> <p>14.3 <a href="#">PPP Service Requirements</a></p>	
	<p>Lynley wished to thank Steve and Rae for the paperwork. The booking process and documentation looks amazing. In essence, if we use the lease contract plus our insurance covers any potential third party damage.</p> <p><b>Bank of Hours</b></p> <p>Lynley believes that we need to go back to the MoE to address several concerns.</p> <ul style="list-style-type: none"> <li>• <b>BOT Meetings:</b> Lynley believes that the BOT meetings should be part of the school core hours and not deducted from the bank of hours.</li> <li>• <b>Functional vs. Facility Hire:</b> Board concerns were raised around the functional vs. facility space hire and our ability to set rates given the different elements.</li> </ul> <p>We also have an obligation to provide access to toilet facilities when hiring our facilities. So charging extra for toilets and hallways in addition to the hire spaces doesn't make a sense.</p> <ul style="list-style-type: none"> <li>• <b>Initial Proposed Hours:</b> The EBOT originally requested 7 am to 9 pm to accommodate teacher use and sports. Concerned that no one came back to us when they changed what they want because the contract was between MoE and PFM.</li> </ul> <p>Lynlyn asked Steve and Raewyn to approach PFM and MoE for clarification.</p> <p>Lynley advised that It was always the intention of EBOT to have the school be a community facility. The EBOT vision was to host organisations like Selwyn's theatre group or run night classes. So it doesn't sit easily that the community is not using it a lot.</p> <p>Steve asked Rae to provide an update on today's <b>PPP contract</b> meeting.</p> <ul style="list-style-type: none"> <li>• <b>Functional vs. Facility Hire:</b> The MoE clarified that within the school's bank of hours, the school would be charged at a facility hire rate and</li> </ul>	Steve / Raewyn

	<p>outside of hour bank of hours per functional space. In saying that PFM reassured us that if you were using a corridor to access a space that wouldn't be of concern.</p> <ul style="list-style-type: none"> <li>• Raewyn waiting on PFM and MoE to clarify functional spaces to understand hireage implications.</li> <li>• Our bank of hours and caretaker works is an ongoing discussion.</li> </ul> <p>Pending we have what we have today, do we have think we are in a position to extend our use to contributing schools and community?</p> <p>Steve commented that we already have had several hires such as the Selwyn parent group. Locking up is an issue and Rolleston Rugby Club is our first trial with no staff member present so we will see how that goes.</p> <p>In terms of <b>Facility pricing</b>, Lynley proposed a two tier approach rather than a three tier pricing structure outlined in the Facility Hire documentation.</p> <p>Lynley moves that the current facility hire charges be altered so that education, community and not profits are the same and we recoup potential costs at \$100.00 per hour after 6 pm and during school hours \$50.00 per hour.</p> <p>Commercial ventures are to be charged at \$150 after 6 pm and during school hours \$75.00 per hour. With the discretion of school management to discount as they feel appropriate in a fair and consistent way for contributing schools and education service providers.</p> <p>Lynley moved that this pricing structure is adopted and that the facility hire is reviewed next year to review impact (hours used) so as a board we can review and amend charges. Matt seconded, all BOT members present agreed. Motion passed.</p>	Raewyn / PFM / MoE
<b>15.</b>	<b>Staff, Coaches and Managers Jackets (<a href="#">Presentation Link</a>)</b>	<b>Steve Saville</b>
	Defer until next meeting	
<b>16.</b>	<b>Private Public Partnership Report</b>	<b>Steve Saville</b>
	Operational Documents 16.1 <a href="#">PFM June Facility Report</a> 16.2 Latest <a href="#">Performance Meeting</a> Minutes.	
	Reports have been presented but there is nothing in them that hasn't already been discussed.	
<b>18.</b>	<b>Matters Arising from Previous Minutes</b>	
	Lynley asked that the matters arising be moved to sit prior to and alongside meeting minute ratification.	
<b>19.</b>	<p><b>General Business</b></p> <p><b>19.1 Health Education.</b></p> <p>The discussion was had around considering the timeline for producing a written statement about how the school will implement Health Education (under the requirements of the Health Education Act 1989, Section 608):</p> <ul style="list-style-type: none"> <li>• Inform the school community about the content of the Health Education components of the curriculum</li> <li>• Consult with members of the school community regarding the way in which school should implement health education</li> <li>• Describe, in broad terms, the Health Education needs of the school's students</li> </ul> <p>Read the document and understand the timeline. Deferred until the next meeting</p>	Matt Nicoll

	<p><b>19.2 Communication.</b></p> <p>Part of school success came down to our community consultation process and the EBOT communication. Lynley believes there needs to be a plan on when the communication should come from the board vs. the school in terms of publicity. For instance NCEA via the board. Senior Uniform from the board. Day to day from the school. Staff appointment management...</p> <p>It will help us in terms of celebrating our successes and how we might do that communication. Then it is not about the school promoting the school but the board celebrating its success so there is no tall poppy scenario. Given the type of communication, it would potentially be a newspaper adverts.</p> <p>Ric happy to help develop a plan so we can review.</p> <p>Dually noted that Ric to come up with a working document regarding our communication plan.</p> <p>To assist Ric, Raewyn asked to find and distribute EBOT Communications and Consultation Plan</p> <p><b>19.3 Unpaid / Extended Leave Requests</b></p> <p>Bronwyn requested unpaid leave next Jun 2018. Confident that nothing will be compromised. Lynley moved that the leave be approved, Ric seconded, all BOT members present agreed. Motion passed.</p> <p>Declared the meeting closed at 9.05pm</p>	<p>Ric Stevens</p> <p>Raewyn</p>
20.	<b>Next meeting:</b> 20th September 2017, 7pm.	Board Chair
21.	<p><b>Next Agenda items</b></p> <ul style="list-style-type: none"> <li>● BOT Professional Develop Dates</li> <li>● BOT Communications Plan</li> <li>● Facility Hire Follow Up</li> <li>● Staff, Coaches and Managers Jackets</li> </ul>	Board Chair