

Board of Trustees Meeting Minutes

Wednesday, 27th February 2019, 7pm, Board Room at Rolleston College.

Agenda Order		
1.	Welcome	Who
	1.1 Present: Lynley Shaw, Matt Nicoll, Barry Ward, Steve Saville, Ric Stevens, Alessandra Ward, Greg Knowles.	Board Chair
	1.2 Apologies. Nick Fleckney	Board Chair
	1.3 Agenda/order paper: Add in 4.4 - Succession Planning pending time at the end of meeting.	Board Chair
	1.4 Conflict of Interest declarations: N/A	Board Chair
2.	Minutes	
	<p>2.1 Ratify minutes of meeting from 12th December 2018</p> <ul style="list-style-type: none"> Lynley moved the previous minutes read and signed off with the exception of wording changed under principal's report. (completed Matt seconded and carried unanimously. <p>2.2 Board Communications</p> <ul style="list-style-type: none"> Education Gazette Tuketuku Korero STA News NZSTA Annual General Meeting 14th July - Dunedin - Unable to reply to this until new board elected (2019) Development of Charity development and identification of beneficiaries to assist with hardship cases. Moved to pending Agenda Items. 	Board Chair
3.	Matters Arising	Board Chair
4.	BOT Work Plan (2018/2019 BOT Work Plan)	Board Chair
	<p>4.1 Elect Board Chair Ratify.</p> <ul style="list-style-type: none"> Greg nominated Lynley be re elected as Board Chairperson, Steve seconded and carried unanimously. <p>4.2 Principal Authority of Delegations.</p> <ul style="list-style-type: none"> Lynley moved that the current delegations to stay in place, Barry seconded and carried unanimously <p>4.3 Elections, Appoint Returning Officer.</p> <ul style="list-style-type: none"> Lynley moved that we approach Raewyn Hooper to be our Returning Officer for Elections letter to be done up and signed off, Steve seconded and carried unanimously. (Completed and letter to be created) 	

	<p>4.4 Succession Planning.</p> <ul style="list-style-type: none"> • Next board meeting all material from last election to go through, Who is interest in standing or undecided if standing in the election. • Steve suggested Tom may like to front this role for the public, Staff need to be made aware of what is involved as staff representative. • Student election takes place in September. • Concept of a staggered Election has been followed up and unable to proceed. 	
5.	<p>5.1 Finance Report (December 2018)</p> <p>Supporting Documents</p> <ul style="list-style-type: none"> • S&S Financial Report Commentary –December 2018 • S&S Management Report – December 2018 • S&S Group Detail Report – December 2018 • S&S Aged Payables Report – December 2018 • S&S Aged Receivables - December 2018 <ul style="list-style-type: none"> • To follow up with the queries from the sub finance committee regarding the Draft Rolleston College 2018 Annual Reports. <p>Barry moved the draft report be tabled as long as the queries be answered, Matt seconded and carried unanimously.</p>	Barry Ward
	<p>5.2 2019 DRAFT Budget</p> <ul style="list-style-type: none"> • 2019 DRAFT Budget <ol style="list-style-type: none"> 1. Represent the 2019 DRAFT Budget, we have reduce expenses where possible. Roll numbers still to be confirmed 1st March 2019. <ul style="list-style-type: none"> • To investigate the depreciation with being under Establishment vs Operational budget or a split over the next few years, Lynley moved that the 2019 budget be accepted and tabled, Alessandra seconded and carried unanimously. 	Barry Ward
6.	<p>6.1 Principal's Report February 2019</p> <ul style="list-style-type: none"> • Combined Secondary School Rugby Team Letter. <p>6.1 Analysis of Variance Report</p> <ul style="list-style-type: none"> • Make amendments to AOV before uploaded to enroll (completed) <p>6.2 Rolleston College Charter/Strategic Review</p> <ul style="list-style-type: none"> • Make amendments, before uploaded (completed) <p>6.3 Honor/Awards Boards</p> <ul style="list-style-type: none"> • Are we thinking too old school, should we be looking into technology, more research required. <p>6.4 Woolshed Creek Adventure EOTC</p> <ul style="list-style-type: none"> • Board have signed off on trip, advise Rob Ferguson.(Completed) • Greg brought up the E-Asttle testing and all is going well no current data out as yet. • Andrea Van Dooren has be employed for the rest of the year. • Teacher Aides, not enough for the funding we get in. <p>Steve moves that his principal report be approved and tabled Barry seconded and carried unanimously.</p>	Steve Saville
7.	<p>Uniform Update</p>	Lynley Shaw

	<ul style="list-style-type: none"> Tags/Logos were incorrectly put upside down on back of collared shirts, these were removed and taken to a local seamstress for fixing. The Blazer we are getting free of charge 50 Blazers with our logo on them from NZ Uniforms. New Balzer material still being created. 	
8.	General Business <ul style="list-style-type: none"> Matt thanks the board support for pursuing the national Futsal competition, the parents have opted not to do this year. 	Board Chair
	Next meeting: 20th March 2019 7.00pm Meeting closed 9.15pm	Board Chair
	Pending Agenda items <ul style="list-style-type: none"> (2019) Development of Charity development and identification of beneficiaries to assist with hardship cases. Tomorrow Schools Questionnaire to be added to the March Agenda, Board advised to read it as covers off governance factors. 	Board Chair