



## Board of Trustees Minutes

Thursday, 30th April 2020, 7 pm, via Google Meet (Teleconferencing App)

Google Meet ID and Link [meet.google.com/nyc-pvug-cav](https://meet.google.com/nyc-pvug-cav)

Finance Committee Meeting, 6.30 pm via Google Meet

| Agenda with Minutes   |  |            |
|---|--|------------|
| 1.0   | <b>Welcome</b>   | <b>Who</b> |
|   | <p>1.1 Present</p> <p>Natasha Rodley, Tim Hartnell, Greg Knowles; Bronwyn Hoy; Patrick Sanders; Lynley Shaw, Rachel Skelton; Barry Ward.</p> <p>Executive Officer: Raewyn Hooper</p> <p>Meeting opened at 7.08 pm at the conclusion of the Finance Meeting.</p>  | Chair      |
|   | <p>1.2 Apologies.</p> <p>No apologies noted.</p>   | Chair      |
|   | <p>1.3 Agenda/order paper</p> <p>Further to the email dated 30th April 2020. There have been two adjustments to tonight's agenda, which are included below and noted as follows.</p> <ul style="list-style-type: none"> <li>The first, our <a href="#">BDO Auditor - specific queries and College response document</a> The link provided above and added within the Annual Report section of the Board Agenda. Components of the school response should help inform the Board's approval of the Annual Report and supporting documents.</li> <li>The second folds into the Principals report and includes Rachels proposed <a href="#">2021 Term Dates, International Learner numbers and School Fees</a> for Board review and approval.</li> </ul> | Chair      |
| <p>1.4 Conflict of Interest declarations (<a href="#">2020 Conflict of Interest Register</a>)</p> <p>Greg Knowles advised he is not a paid employee but a volunteer for Centre stage. Also noted, Bridgit Knowles, Greg's wife, is now employed by the College in an Administration / Reception position.</p> <p>As an applicant, Bronwyn Hoy noted and requested exclusion from the Senior Leadership recruitment discussion.</p> <p><b>ACTION:</b> Conflict of Interest Register to be updated to capture amendments and additions noted above. (Completed)</p> | Chair  |            |

|     |   |             |
|-----|---|-------------|
| 3.0 | <p><b>Minutes</b></p> <p>3.1 Ratify minutes of meeting from (<a href="#">Board Minutes Wednesday, 18th March 2020</a>)</p> <p><b>ACTION:</b> Requested amendment to minutes under point 2.0 changed from “our” to “out” of committee. (Completed)</p> <p><b>MOVE:</b> Lynley moves that the Rolleston College Board approves the minutes as circulated with the amendment noted above. Greg seconded. Carried unanimously.</p>  | Board Chair |
| 4.0 | <p><b>Board Communications</b> * Available on the night, links provided where available.</p> <p>4.1 Complaints: No formal complaints made.</p> <p>4.2 Incoming and Outgoing Board Communications (<a href="#">April 2020</a>)</p> <p><b>MOVE:</b> Lynley moves that the communications be accepted as tabled, Tim seconded. Carried unanimously.</p>  | Board Chair |
| 5.0 | <p><b>Matters Arising and Pending Items</b></p> <p>5.1 Matters Arising Actions * <b>Action Complete</b></p> <ul style="list-style-type: none"> <li>● Follow up with PPP on whether our bank of hours increases with roll growth.</li> <li>● Personal Policy updated and loaded on the website.</li> </ul> <p>5.2 Matters Arising * <b>Requiring review, covered as an agenda item below</b></p> <ul style="list-style-type: none"> <li>● NZSTA voting</li> </ul> <p>5.3 Matters Arising Actions * <b>Pending Items</b></p> <ul style="list-style-type: none"> <li>● Hardship Fund Committee to reconvene and develop thinking in late 2020.</li> <li>● Develop EasTTLE report, so it is easier to read from a non-educator perspective.</li> <li>● Bronwyn to obtain quotes for a digital display option.</li> <li>● Survey the quality and frequency of the Coaching conversations across our school.</li> <li>● School to review the year nine transition data to see how we can develop a sense of belonging and connection earlier and stronger.</li> <li>● Once finalised, the school to organise our learners to present to the council regarding our extension alongside the Board.</li> <li>● Investigate other clubs (Art, Science, Drama and or Robotics) to compliment Wednesday afternoon sport.</li> <li>● BOT Staff morning tea date to be confirmed</li> </ul> <p>General discussion was had around pending items. Trustees agreed that all items should be moved and followed up on next month.</p> | Board Chair |
| 6.0 | <p><b>NZSTA Voting</b></p> <p>Board to Vote on <a href="#">President and Board Election Voting</a> (Letter 9.03.20)</p> <p>Unfortunately, just realised we had missed this deadline given our previous Board commitments to recruitment and pending ERO visit.</p> <p><b>Q.</b> While not ideal, given everything that is happening at the moment, does anyone want to follow up with the NZSTA regarding this matter.</p>  |             |

|     |   |             |
|-----|---|-------------|
|     | A. The general consensus was no.  |             |
| 7.0 | <p><b>BOT Work Plan</b> (<a href="#">2020 BOT Work Plan</a>)</p> <p>Due to lockdown and with subsequent school closure, adjustments have been made and noted in the Board Work Plan due to the availability of some information.</p> <p>7.1 Monitor Budget * <i>included below</i></p> <p>7.2 Annual Report - Auditors Report * <i>included below</i></p> <p>We have moved work plan items around for instance, Principal Appraisal was shifted to accommodate our recruitment of a Principal. Now Rachel is here that process has started.</p> <p>This month, given the school closure and the College’s Covid-19 Response the NCEA and Connected items have been pushed to next month and swapped with Term Dates, International Numbers and School fees, which Rachel will cover under her Principals report.</p> <p><b>Q.</b> Before we continue is everyone comfortable with those changes.<br/> <b>A.</b> Those trustees present agreed with the work plan changes.</p>   | Board Chair |
| 8.0 | <p><b>Finance Report</b> (<a href="#">March 2020 Monthly Finance Report</a>)</p> <ul style="list-style-type: none"> <li>● <a href="#">S&amp;S Financial Report Commentary – March 2020</a></li> <li>● <a href="#">S&amp;S Management Report – March 2020</a></li> <li>● <a href="#">S&amp;S Group Detail Report – March 2020</a></li> <li>● <a href="#">S&amp;S Aged Payables Report – March 2020</a></li> <li>● <a href="#">S&amp;S Aged Receivables - March 2020</a></li> </ul> <p>Great turn out at the Finance Committee meeting.</p> <p>So for those not available we have several Term Deposits due to mature.</p> <p>The first is the Hardship Term Deposit \$75,806.61 which is due to mature on 18th May. The School is requesting board approval to reinvest the Term Deposit and has provided options.</p> <p><b>Q.</b> Don’t think there is much difference, however any thoughts on the 6 month or 12 month re investment options.</p> <p>(Lynley) The Hardship committee probably won’t be in a position to progress the Hardship piece for another six months.</p> <p>(Rachel) In the meantime the Parent Action Group (PAG) could help with hardship cases if needed.</p> <p>(Barry) Given the current market in terms of returns don’t believe there is much in it, so six months then? Trustees present agreed.</p> <p><b>MOVE:</b> Barry moves that the Hardship Term Deposit of \$75,806.61 be reinvested for six months. Lynley seconded. Carried unanimously.</p> <p>The second Term Deposit \$305,676.25 is set to mature on the 11th May. The College</p> | Barry Ward  |

|                   |  |                    |
|-------------------|--|--------------------|
|                   | <p>is proposing funds be retained in an on-call account which will ensure we have enough funds in our bank account in June. The College is currently using operation funds in our bank account to cover establishment items given establishment funds are secured in term deposits.</p> <p><b>Q.</b> The report contains two options one recommending a split into a term deposit and on call account and the second just an on-call account. Which option are we recommending?</p> <p><b>A.</b> The Term deposit split isn't really an option as we need funds in June to ensure we have enough working capital. So the only option we do have is to retain it in our on call account.</p> <p><b>Q.</b> If not a term deposit, are we creating a separate account to put the funds into?</p> <p>General discussion had around and preference noted to have it separate and transferred when we needed for transparency purposes.</p> <p><b>MOVE:</b> Barry moves that the Term Deposit of \$305,676.25 not be re-invested and moved into an on call account. Natasha Seconded. Carried Unanimously.</p> <p><b>Q.</b> Any further questions regarding the Finance reports?</p> <p><b>A.</b> None noted.</p> <p><b>MOVE:</b> Barry moves that the Finance Report and supporting documents be accepted as tabled. Rachel seconded. Carried unanimously.</p>  |                    |
| <p><b>9.0</b></p> | <p><b>Annual Report Timelines and Actions</b></p> <p>Annual Report Checklist <i>* links if available as a reference only</i></p> <ul style="list-style-type: none"> <li>● <a href="#">2019 Analysis of Variance</a></li> <li>● <a href="#">Statement on Kiwi Sport Funding</a></li> <li>● <a href="#">DRAFT 2019 Annual Report</a></li> <li>● Statement of Responsibility signed and dated</li> <li>● Audit report signed and dated</li> </ul> <p>Annual Report Timelines (<a href="#">MoE Site Links</a>)</p> <ul style="list-style-type: none"> <li>● April/May — the board needs to sign the statement of responsibility. Your auditor will sign the audit report after the financial statements and statement of responsibility are signed by the board.</li> <li>● 31 May — deadline for the annual report and audited financial statements to be submitted to the Ministry.</li> <li>● As soon as possible after the audit is complete, the board must ensure its annual report is available to the public on an Internet site maintained by or on behalf of the board.</li> </ul> <p><b>Agenda Addition 29th April 2020.</b></p> <ul style="list-style-type: none"> <li>● <a href="#">BDO RC School Queries and Responses</a> * in support of the Annual report and Auditor sign off.</li> </ul> <p>So following on from the Finance piece the auditor has identified items in the Draft Annual Report which they have requested Solutions and Services change with the</p> | <p>Board Chair</p> |

|      |   |                |
|------|---|----------------|
|      | <p>Boards permission. This includes</p> <ol style="list-style-type: none"> <li>1. The Record notional lease entry \$4,282,420 (revenue and expense) on page 12 and 13 of the Draft Annual Report - note 2 - use of land and buildings grant.</li> <li>2. Reclassification of the Public-Private Partnership levy (in the draft shown as Caretaking and Cleaning Consumables) page six of the Draft Annual Report has been incorrectly entered.</li> <li>3. Request to reassess the Banked Staffing underuse based on the final wash-up figure.</li> <li>4. Removal of non-cash lease entries from the Statement of Cashflows, page six of the Draft Annual Report will see an adjustment to the finance lease payment. A decrease in the payments to supplier amount and also in the statement of cash flow.</li> </ol> <p>Further adjustments noted by the Finance Committee Agenda included</p> <ul style="list-style-type: none"> <li>● Page One adjustment - Rachel Skelton (Principal) no longer acting.</li> <li>● Lynley Shaw - Board Chair alongside Parent Trustee</li> <li>● Greg Knowles - Deputy Board Chair alongside Parent Trustee</li> </ul> <p><b>Q.</b> When is the statement of responsibility signed?</p> <p><b>A.</b> Once Solutions and Services make the adjustments above. The updated Annual report will be sent to the Auditor for approval and then to the Board for ratification. Once that process is complete the Statement of Responsibility can be signed.</p> <p>There are still a number of items that require further coordination and include</p> <ul style="list-style-type: none"> <li>● Prepaid 2020 International Student List (Names, Tuition and Honesty fees and values plus terms included) signed by Principal and Board.</li> <li>● Banked Staff and Error Report reviewed, linked and provided.</li> </ul> <p><b>Q.</b> Any other questions or changes? None noted.</p> <p><b>MOVE:</b> Barry moves that the Annual Report be approved in principle pending the proposed Auditor and Board adjustment requests, the remaining international learner report, banked staffing and error reports be reviewed and signed as tabled. Natasha seconded. Carried unanimously.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ACTION:</b> Board Chair to sign BDO Engagement Letter - Nov 2018. (Completed)</li> <li><input type="checkbox"/> <b>ACTION:</b> School to facilitate and advise Solutions and Services and Auditor of agreed adjustments detailed above. (Completed)</li> <li><input type="checkbox"/> <b>ACTION:</b> Prepaid 2020 International Student List (Names, Tuition and Honesty fees and values plus terms included) signed by Principal and Board Chair. (Completed)</li> <li><input type="checkbox"/> <b>ACTION:</b> Banked Staff and Error Report reviewed, linked and signed (Completed)</li> <li><input type="checkbox"/> <b>ACTION:</b> Pending adjustments above Board to approve final Annual Report and Statement of Responsibility to be signed by Board Chair and Principal. (Pending Finalisation)</li> </ul> |                |
| 10.0 | <p><b>Principal's Report</b> (<a href="#">April 2020</a>)</p> <p>10.1 Staff Movements (Promotions, Resignations and Leave) * In Committee</p>   | Rachel Skelton |

|  |  |  |
|--|--|--|
|  | <p>10.2 Stand Down, Suspensions, Exclusions and Expulsions * In Committee<br/> <b>Agenda Addition 29th April 2020.</b> * noted under Business as usual requiring ratification.</p> <p>10.3 2021 Term Dates.</p> <p>10.4 2021 International Learners Numbers.</p> <p>10.5 2021 School Fees.</p> <p>It has been an interesting time, however with everything we still managed to keep busy with several new recruitments and internal staff movements. (Noted in Principal's report) At the same time we say goodbye to several staff and one staff member who is now on maternity leave.</p> <p>We continue to have problems recruiting a Kaiako of Te Reo Maori. As an interim measure, we have timetabled staff to assist with our year nine class, employed a limited authority to teach position for our year ten class and transferred our Seniors onto Te Kura supported by existing staff.</p> <p>Furthermore, we are exploring other options, including the possibility of having the Ellesmere College Te Reo Teacher work across both schools. We don't know if there is any capacity for this but there would be a real benefit for us as College, especially for our Seniors. We are also looking to work with CORE to see how we can better support Te Reo Maori while will continue to advertise and hope that we get a fantastic Te Reo teacher.</p> <p>Our latest MoE staffing notice noted that we are at our maximum staffing or teaching allowance, so we are monitoring this closely. We are currently staffed for 1,035 learners.</p> <p>Following on from this our 2021 new enrolment learner numbers are worrying. Based on an initial survey of contributing schools, we have 355 year eight learners attending those schools currently in the zone for Rolleston College. We know we won't get all of these learners, but we should have get 70 to 80% of those learners, which is 280. In addition to these numbers, we estimate a further 50 learners will also enrol. Those learners who live in the zone but currently attend schools out of zone. Or learners who move into zone. So we estimate 330 new learners.</p> <p>(Lynley) This means that we will most likely break the 1,200 mark at the start of next year. We are only staffed to 1,035 learners as a board will need to have a discussion regarding teacher resourcing and potentially fund this to cover the shortfall. Or approach the Ministry for an advance given the projections.</p> <p>Q. Would the MoE increase our entitlement given the numbers?</p> <p>The entitlement is aligned and increased based on enrolled numbers. So in term three we will wait and see what numbers we will have, which will allow us to recruit in term four for a new year term one start.</p> <p>(Lynley) Some of these numbers may not come through until late this year so as a Board, we may need to guarantee the additional teaching resourcing required knowing that it will catch up. That way, the school and our teaching staff are not put under more pressure from high roll growth.</p> |  |
|--|--|--|

|  |   |  |
|--|---|--|
|  | <p>Alison has put in her International Report. You will see we provided a small advance of \$200 to International Homestay families as a goodwill gesture similar to other schools.</p> <p>We continue to monitor Ministry Bulletins and keep abreast of changes in relation to Covid-19 and preparing for levels and their related staffing. The Health and Safety of our staff is a priority. I think we are in a good position, I can't give enough kudos to Hayden and Raewyn and the hours of work that have gone into preparing for re-entry. In fact the entire leadership team, staff of our learners' resilience has been awesome.</p> <p>We have engaged more widely, PFM, PPP, local Principal's, Christchurch Principals and Waitaha. At level three, Waitaha aren't returning straight away, but we continue to work alongside all our key stakeholders.</p> <p>We are still working through the logistics on our International trips. It's tough, and we have postponed trips waiting to see what happens.</p> <p>Build related - modular builds. We talked through the details around the prefabs and ensuring our counselling spaces had enough soundproofing and privacy. Possibly won't be on-site until the end of the year. So we are starting to look at furniture and wait for the next conversations.</p> <p>(Lynley) Further to Rachel's update the modular buildings initially planned for a May June delivery are now looking more like a December possibly January delivery. We are worried about space given the potential enrollment numbers.</p> <p>It was also our intention to refurbish the support services area first so it can be turned into a dedicated senior learning space. That would see our support services team move into the double prefab and the quad prefab combined with the Senior Learning space be used as teaching space. That potentially won't happen this year. On the back of this, we may need to have two lots of furniture for both quad and double prefabs which may come with the storage issues.</p> <p>We were also pushing the build team for two consent processes and we are worried that they are only now going to the preliminary design stage and we won't be breaking ground this year. As we discussed the last meeting, we talked to the build team about getting the kids involved and talking to the Council about the extension. This will hopefully support our plans for the consent and build.</p> <p><b>ACTION:</b> Learners involved and presenting to Council regarding the Build.</p> <p>Q. If physical distancing continues, teaching in corridors will pose a considerable Health and Safety risk and we may have building compliance issues. Also once the extension is under way, we may also have issues with external access and use of spaces. What can we do to address this?</p> <p>A. We have already identified areas to repurpose and lessen the impact on learning and teaching. However we will need to prepare staff and learners to rethink what our spaces might look like given the changes and restrictions coming.</p> <p>We are watching our enrolment numbers closely and will share this with the Ministry and build teams. So we can work through any concerns.</p> <p>We can check fire requirements and capacity limits. However until our building</p> |  |
|--|---|--|

|  |   |  |
|--|---|--|
|  | <p>exceeds its capacity, there is not much we can do.</p> <p><b>ACTION:</b> Identify maximum building capacity</p> <p><b>Q.</b> What about our green space allowance?</p> <p><b>A.</b> The MoE doesn't have a green space allowance; it merely provides a total learning area space. As a school, it is something we have pushed for and will continue to do so but may need to be balanced during the build.</p> <p><b>A.</b> Any other build related questions? None noted.</p> <p>On the back of our build conversations we have asked about an increase in our bank of hours. The MoE has confirmed that the bank of hours is not roll based.</p> <p>(Lynley) Bruce has made it very clear; the MoE is already paying for the Bank of Hours. So we would have no case to go back to the MoE for an increase in hours. We explained that up until now we had been frugal and accumulated them for so in effect, we are being penalised for being cautious.</p> <p><b>Q.</b> Greg, can you remember our early discussions as an establishment board around the bank of hours?</p> <p>(Greg) I remember the Board being told that it was related to roll growth. Not sure if that was minuted but would be good to look back at our Establishment minutes.</p> <p>(Lynley) So let's look back through the minutes and get a copy of the PPP contract.</p> <p><b>ACTION:</b> To investigate Establishment Board Minutes.</p> <p><b>ACTION:</b> Retrieve a copy of the contract.</p> <p>Given the great work by the team, the College has been asked to be a lighthouse school for PB4L once we can mix bubbles. Which means schools can come and visit us to see it working. As a Lighthouse school, the MoE will contribute \$8,000 to this programme.</p> <p>On behalf of the College, I was interviewed by Claire Amos regarding our approach to online learning. Plus a follow-up interview with Gabrielle Wall on growing Waitaha.</p> <p>(Greg) Yes, well done.</p> <p>We continue to have a presence at Kahui Ako meetings. Sue Jackson has stood down, and Rob Rush is now the Kahui Ako Principal.</p> <p>Robyn Sutton has been allocated as my first-time Principal mentor.</p> <p>As part of my report, I have tabled for the Board's consideration our 2021 term dates and given our current circumstances propose no change to international learner numbers and school fees.</p> <p><b>Q.</b> Is there an opportunity to move the term start date to a later date given the current build implications.</p> <p><b>A.</b> Possibly, at the moment it aligns to the Secondary school start date. It is one reason</p> |  |
|--|---|--|

|             |  |             |
|-------------|--|-------------|
|             | <p>why we are asking for the timelines around the prefabs and build. So it may come back for Board discussion at a later date.</p> <p><b>MOVE:</b> Rachel moves that the 2021 School Term Dates be accepted as tabled. Greg seconded. Carried unanimously.</p> <p><b>MOVE:</b> Natasha moves that International learner numbers and fees stay the same as tabled. Tim seconded. Carried unanimously.</p> <p><b>MOVE:</b> Rachel moves that we go “into committee” to discuss the Senior Leader Recruitment applicants and process. Entering committee at 8.24 pm, Bronwyn Hoy removed herself from the conversation.</p> <p><b>MOVE:</b> Rachel moves that we go “out of committee” after the senior Leader Recruitment applicant and process discussion. Exited committee at 8.40 pm.</p> <p>(Lynley) As the Board Chair, I would like to say a huge thank you from the Board to Rachel and team for their amazing job during this extraordinary time. I view it as a great privilege from a school governance perspective and was proud to pass on to our local NZSTA branch. * All trustees present supported Lynley’s sentiment.</p> <p><b>MOVE:</b> Rachel moves that the Principal’s Report be accepted as tabled. Greg seconded. Carried unanimously.</p> |             |
| <b>11.0</b> | <p><b>Extension Update</b></p> <p>Included above.</p>  | Board Chair |
| <b>12.0</b> | <p><b>General Business</b></p> <p>We now have a <a href="#">Rolleston College YouTube channel</a> to celebrate staff and learners and hope to launch that more widely shortly.</p> <p>Meeting closed at 8.44 pm.</p>   | Board Chair |
|             | <p><b>Next Finance meeting:</b> Wednesday, 29th May 2020, 6.30 pm</p> <p><b>Next BOT meeting:</b> Wednesday, 29th May 2020, 7.00 pm</p>  | Board Chair |
|             | <p><b>Pending Agenda items</b></p>   | Board Chair |