



Board of Trustees Meeting
18th June 2019 at 5.30pm.

Present: Mary Tait-Jamison, Michael Rall, Lisa Hickling, Olaf van der Beek, Louise Gawn, Melanie Auld, Sarah Lockwood, Edward Wall. Stephan Lane (WST)

Guests None

Minute Taker Michael Rall

Apologies Marliss

Opening and Verse read by Mary
Community verse

Confirmation of Agenda & Previous Minutes

Proposal to approve previous minutes		
Proposed Mary	Seconded Mel	Carried unanimously

Matters Arising

- None
- Mary will follow up on BOT self-review form

Correspondence

In: Read and tabled

- Education Gazette
- MOE banking staffing usage.
- STAR News
- Annual STAR report
- Leave Application for Mary - Approved *unanimously JPL*

Out: None

BOT Roles / Responsibilities / Governance

Election Of Chair

Proposal: that Lisa Hickling be nominated as BOT Chair		
Proposed Louise	Seconded Mary	Carried unanimously

Trustees Code of Conduct – presentation

Lisa addressed this and read it to all present. For everyone to take away and read. Will be signed at the next BOT meeting.

Trustees induction

The role of Board members within the community.

Some BOT members shared some past experiences:

When parents want to speak in confidence about e.g. staff

- Encourage complainer to own the complaint and take it to the right place
- Direct concerned parents to the correct complaints procedures and the communication pathways.
- As required by the communication protocols do not agree to confidentiality but warmly encourage and support resolution .

Board Work Program 2019 presented

Conflict of Interests needs to be a standard point on the agenda

Useful to have a register of interests of all BOT members – Mary will compile for next BOT meeting.

Charter and Annual Plan – presentation

Mary briefed all on the composition of the charter. The Charter needs to be updated. BOT will need to decide the way forward over the next months including how and when consultation will occur.

Timetable of reporting on the goals set in the Charter was outlined. The mid-year status report will be tabled at the August meeting.

Elaborated on KiVA pilot and the value and challenges of the programme.

Governance Framework

Difference between Governance and Management - BOT decides strategic direction and hands over to management to execute the plan.

BOT is regarded as the Tenant and the WST is the landlord

Bot funding comes via Ministry and is made up of teacher's salaries via a roll-based formula and a per child amount.

Special Character and Proprietors Trust and their relationship to the Board

All trustees, whether parent elected, staff elected, proprietor appointed have equal value. The principal is a full member of the board and operates as CEO.

Proprietors Reps are required to report to the WST on how the school is performing in regards to the Founders Members' Vision.

Portfolios

To be assigned - Lisa

Board Membership – co-opting legal skills.

Nathan Smith, former Parent elected Trustee is a barrister and it is valuable to have him as a member of the BOT.

Nathan Smith to be approached to be a co-opted member of the BOT for a period of three years		
Proposed Mel	Seconded Olaf	Carried unanimously

Lisa to approach Nathan.

Management Report

Principal's Report – tabled.

Taken as read.

- Pay parity of teachers going steadily forward.
- Principal's salary does not come into this new scenario.
- Donations – We could opt into scheme of \$150 per child in return for an undertaking that the Board not seek donations from parents. The school is following this up with the ministry. If we are eligible, which we believe we will be, then we will definitely opt into this.
- Photocopy machine; We have contract lease for three Sharp Machines. Do not go well with Apple Computers. Not fit for purpose. We have a punitive contract. Have to print a minimum amount of copies. Have a \$25000.00 bill. Marliss is negotiating with Toshiba to find a better deal. Decision made to seek advice on the proposed new contract from Nathan.

Hazard

No change to previous report.

Accident Report

No notifiable incidences.

Finance and Audit Summary

Tabled

Communication Audit

3 steps:

- Confirm the desired communications direction (currently at the end of this process)
- Review current communication channels
- Create a recommendation for BOT and WST review

Meeting closed 7.29pm
6th August 2019