**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 7 MAY 2018**

*(April**Meeting)*

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone to the meeting, led introductions then declared the meeting for April open at 5.30pm.

 **PRESENTATION**

Mr Watson introduced and welcomed Mrs Nicole Peterson, Deputy Principal. Mrs Peterson spoke about the Curriculum review progress focusing on ability group.

 Mr Watson thanked Mrs Peterson for her leadership in this area and an informative presentation.

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 V PARULKAR

 G POWER

 A MADGWICK

 K QUINCE

 D MCKENZIE

 R MASON

 J FRANKLIN

 L VICKERY (Staff Trustee)

 Z CHAUDHRY (Student Trustee)

 **In Attendance**: B WONG (Business Manager)

 T FOX (Minute Secretary)

 N PETERSON

 N PATEL

 **Apologies**: J BINGHAM

 (iii) *Conflict Of Interest:*

 Conflict of interest register circulated.

2 **MONITORING**

(i) *Business Manager’s Report:*

 The Business Manager’s report was received.

 *Community Education New Courses:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Franklin)* ***THAT THE BOARD APPROVED THREE NEW***

 ***COURSES – NEW ZEALAND CULTURE, MINDFULNESS PRACTICE FOR A FULFILLING LIFE & ESOL THROUGH DRAWING AND PAINTING (CARRIED)***

 (ii) *Finance:*

Ms Wong spoke to the finance report.

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(V Parulkar)* ***THAT THE STATEMENT OF OPERATIONS FOR***

 ***THE PERIOD ENDING MARCH 2018 BE APPROVED (CARRIED)***

*ORRS Funding:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(L Vickery)* ***THAT THE ORRS REPORT WAS PRESENTED TO THE BOARD AND WAS APPROVED (CARRIED)***

*Depreciations:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Franklin)* ***THAT THE BOARD ACCEPT THE DEPRECIATION RATES FOR THE SCHOOL ASSESTS (CARRIED)***

(iii) *Principal’s Report:*

 The Principal’s report was received.

3 **STUDENT TRUSTEE REPORT**

 Zane Chaudhry spoke to his report.

4 **STRATEGIC DISCUSSIONS**

(i)  *Policies:*

The board perused the updated Governance manual and a discussion ensued. Health and Safety Policy is yet to be updated and there will be more minor changes to the document to come.

 ***IT WAS MOVED*** *(R Mason)* ***SECONDED*** *(M Pot)* ***THAT THE BOARD APPROVE THE UPDATED GOVERNANCE MANUAL AS IT STANDS AND MORE CHANGES TO COME (CARRIED)***

5 **ADMINISTRATION**

(i) *Correspondences:*

Discussed in-committee.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(D McKenzie)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETINGS HELD ON MONDAY 26 FEBRUARY AND 26 MARCH 2018 BE ACCEPTED AS TRUE AND ACCURATE RECORDS OF THE PROCEEDINGS (CARRIED)***

***It was resolved***

 **THAT IN TERMS OF SECTION 47 OF LOCAL GOVERNMENT OFFICIAL INFORMATION ACT 1989 THE PUBLIC BE EXCLUDED FROM THIS PART OF THE MEETING FOR THE REASON THAT DISCUSSION OF THIS MATTER IN PUBLIC WOULD INFRINGE THE PRIVACY OF A NATURAL PERSON UNDER SECTION 9(2)(a) OF THE OFFICIAL INFORMATION ACT 1982.**

 **Into Committee:** (7.25pm) **MOVED** (M Pot) **SECONDED** (G Power)

 **Out of Committee:** (8.20pm) **MOVED** (M Pot) **SECONDED** (G Power)

6 In committee discussions reported out of committee:

 *Callum McGibbon – Leave request for one year*

 ***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(M Pot)* ***THAT THE BOARD APPROVE CALLUM’S LEAVE***

 ***REQUEST FOR THE 2019 SCHOOL YEAR (CARRIED)***

 **Vouchers**

*February 2018:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(G Power)* ***THAT THE BOARD APPROVE THE MONTHLY***

 ***PAYMENTS FOR FEBRUARY 2018 AMOUNTING TO $546,920.08 (CARRIED)***

*March 2018:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(R Mason)* ***THAT THE BOARD APPROVE THE MONTHLY***

 ***PAYMENTS FOR MARCH 2018 AMOUNTING TO $577,582.57 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: TUESDAY 5 JUNE 2018**