**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 26 FEBRUARY 2018**

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone to the first meeting of 2018, led introductions then declared the meeting for February open at 5.30pm.

 **PRESENTATION**

Mr Watson introduced and welcomed Mrs Janine Tupaea, Associate Principal. Mrs Tupaea spoke about the individualized learning within the senior school and outlined next steps for this year including the new Year 13 Pathways course which started this year.

 Mr Watson thanked Ms Tupaea for her hard work and an informative and interesting presentation.

 **ELECTION OF CHAIRPERSON**

Mr Parulkar called for nominations for the Board of Trustees’ chairperson. Ms Pot was elected to the position unopposed.

 ***IT WAS MOVED*** *(G Power)* ***SECONDED*** *(J Bingham)* ***THAT MARJET POT WILL BE THE CHAIRPERSON FOR MRGS BOARD OF TRUSTEES FOR THE YEAR 2018 (CARRIED)***

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 V PARULKAR

 G POWER

 J BINGHAM

 R MASON

 J FRANKLIN

 L VICKERY (Staff Trustee)

 Z CHAUDHRY (Student Trustee)

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

 T FOX (Minute Secretary)

 J TUPAEA

 N PATEL

 **Apologies**: D MCKENZIE, A MADGWICK & K QUINCE

 (iii) *Conflict Of Interest:*

 Conflict of interest register circulated.

2 **MONITORING**

(i) *Business Manager’s Report:*

 The Business Manager’s report was received.

 (ii) *Finance:*

Ms Wong spoke to the finance report.

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(G Power)* ***THAT THE STATEMENT OF OPERATIONS FOR THE PERIOD ENDING DECEMBER 2017 BE APPROVED (CARRIED)***

(iii) *Principal’s Report:*

 The Principal’s report was received. The targets for the annual plan will be in the drop box for the Board to view and to comment on. The board congratulated the staff for the excellent NCEA result. A letter of congratulations will be sent to all staff and to the Commerce department for the outstanding scholarship results. The Board agreed to a morning tea to congratulate and acknowledge the results.

3 **STUDENT TRUSTEE REPORT**

 Zane Chaudhry spoke to his report.

4 **STRATEGIC DISCUSSIONS**

(i)  *Committees:*

*Disciplinary Committee*

All Board members are to be available for the disciplinary committee. Mrs Bingham will chair this committee.

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(V Parulkar)* ***THAT MRS BINGHAM WILL CHAIR THE DISCIPLINARY COMMITTEE***

 *(ii) Personnel Committee*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(V Parulkar)* ***THAT M POT, G POWER, D MCKENZIE AND***

 ***J FRANKLIN WILL FORM THE PERSONNEL COMMITTEE FOR 2018 AND MS POT WILL BE THE***

 ***CHAIR FOR THIS COMMITTEE (CARRIED)***

 ***THE DELEGATIONS WILL BE …***

 a) The Sub-Committee is delegated full authority to investigate complaints or any employment issues that are referred to it by the Principal. The Sub-Committee has full authority to investigate each and every complaint and/or employment issue as it sees fit.

 b) The Sub-Committee is delegated full authority to suspend and/or transfer any staff member to alternative duties following receipt of a complaint and at any time during the course of an investigation.

 c) The Sub-Committee is delegated full authority to determine the outcome of any investigation including any disciplinary decision it sees fit on behalf of the entire Board of Trustees. The Sub-Committee should report back to the Board of Trustees with any findings made/outcomes reached following the completion of an investigation at the next Board meeting.

 (iii) *Delegations to Principal*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(V Paulkar)* ***THAT THE BOARD DELEGATE TO THE PRINCIPAL THE FOLLOWING: (CARRIED)***

 a) Employment of:

 • Non-teaching staff excluding Business Manager

 • Teaching staff up to and including the level of HOD

 • Staff required for relieving and fixed term positions

 b) Performance Management, disciplinary actions (excluding dismissal) of non-teaching staff.

 c) Competency procedures in relation to teaching staff in accordance with the Secondary Teachers’ Collective Employment Agreement (STCA”) through to the completion of the evaluation report as set out in clause 3.3.5 (d) of the STCA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.5(e) of the STCA.

 d) Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.

 e) Grant and/or require the following in relation to leave:

 • Medical certificate for an absence on sick leave in excess of five days.

 • Discretionary leave not exceeding 1 term

 f) Signing of declarations on behalf of the Board in relation to information required by the

 MoE.

 g) Suspend or transfer to other duties any teacher during any inquiry or following receipt or knowledge of a complaint if satisfied that the welfare and interests of any students attending the school or of any employee at the school so requires.

 h) Suspend any support staff with or without pay during any inquiry or following receipt or knowledge or notification of a complaint, where the matter/s being investigated are deemed to be sufficiently serious.

 (i) Engagement of third party contractors for contracts that of minor strategic importance or

 risk, up to a maximum value of $250,000 per annum PROVIDED THAT if the various contracts or third party contractors are connected then those contracts shall be considered as one contract for the purposes of this paragraph. For clarity, in considering whether a contract is of "minor strategic importance or risk", consideration must also be given to the financial, risk and reputational implications in the event the contract in question is breached or the third party fails to perform. If there is doubt about whether a contract or arrangement is of "minor strategic importance or risk", the matter should be referred to the Board of Trustees’ Chairperson.

 j) Appoint an Associate Principal or Deputy Principal to act as Principal in the absence of the Principal for short periods of time.

 k) Appoint a Deputy Principal to undertake student disciplinary hearings.

 *(iv) Trusts:*

 Mt Roskill Early Childhood Centre Trust –Mr Grant Power, Mr Don McKenzie, Ms Marjet Pot

 Mt Roskill Sports and Recreation Trust – Mr Rob Mason will replace Mr Vijay Parulkar.

 Mt Roskill Charitable Trust – Ms Wong will bring information to the next board meeting.

 ((v)) *Governance Manual:*

Ms Pot spoke to the governance manual. Policy meeting on March 12th to progress this document.

 (vi) *Training:*

 Training for the board is yet to be decided. To be discussed at next meeting

5 **ADMINISTRATION**

(i) *Correspondences:*

*France Homestay Tour 2018:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Franklin)* ***THAT THE BOARD OF TRUSTEES APPROVE THE FRANCE HOMESTAY TOUR FOR 2018***

The rest of the correspondence was discussed in-committee.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(G Power)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETINGS HELD ON MONDAY 12 DECEMBER 2017 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** (J Bingham)

 **Out of Committee:** (8.20pm) **MOVED** (M Pot) **SECONDED** (J Bingham)

6 In committee discussions reported out of committee:

 *Bill Foster, Annalisa Fiore-Meech – resignation letters, Andrew Ferguson resigned from Dean*

 ***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(M Pot)* ***THAT THE BOARD ACCEPT RESIGNATIONS FROM***

 ***BILL FOSTER TAKING EFFECT FROM 12 JANUARY, ANNALISA FIORE-MEECH FROM THE END OF***

 ***TERM 1 AND ANDREW FERGUSON TAKING EFFECT FROM THE END OF 2017 SCHOOL YEAR (CARRIED)***

*Danielle Pringle – request for maternity leave*

***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(L Vickery)* ***THAT THE BOARD OF TRUSTEES GRANT***

 ***DANIELLE PRINGLE MATERNITY LEAVE FOR TERMS 3 AND 4 2018 (CARRIED)***

 **Vouchers**

*November 2017:*

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

 ***PAYMENTS FOR NOVEMBER 2017 AMOUNTING TO $456,325.20 (CARRIED)***

*December 2017:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(L Vickery)* ***THAT THE BOARD APPROVE THE MONTHLY***

 ***PAYMENTS FOR DECEMBER 2017 AMOUNTING TO $391,386.41 (CARRIED)***

*January 2018:*

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

 ***PAYMENTS FOR JANUARY 2018 AMOUNTING TO $379,686.70 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 26 MARCH 2018**