**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 25 FEBRUARY 2019**

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone to the first meeting of 2019, then declared the meeting for February open at 5.30pm. Mrs Tupaea was welcomed to the meeting.

 **PRESENTATION**

Mrs Janine Tupaea, Associate Principal outlined the consultation process undertaken to refine the school’s values and how they will be used to recognize student success during the year.

 **ELECTION OF CHAIRPERSON**

No election is needed as this year is the board election.

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 J TUPAEA (Associate Principal)

 J BINGHAM

 R MASON

 J FRANKLIN

 N PATEL

 S VOORWINDEN

 L VICKERY (Staff Trustee)

 M KAUFUSI (Student Trustee) (left 6.30pm)

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

 T FOX (Minute Secretary)

 **Apologies**: D MCKENZIE, G POWER & 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*** *(R Mason)* ***THAT THE STATEMENT OF OPERATIONS FOR THE PERIOD ENDING DECEMBER 2018 BE APPROVED (CARRIED)***

(iii) *Principal’s Report:*

 The Principal’s report was received.

3 **STUDENT TRUSTEE REPORT**

 No 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*** *(R Mason)* ***THAT MRS BINGHAM WILL CHAIR THE DISCIPLINARY COMMITTEE UNTIL THE BOARD ELECTION IN JUNE***

 *Personnel Committee*

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

 ***J FRANKLIN WILL CONTINUE TO BE ON THE PERSONNEL COMMITTEE UNTIL THE BOARD***

 ***ELECTION IN JUNE 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.

 *Property & Finance Committees*

It was agreed that these committees would meet when required.

 *Delegations to Principal*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Bingham)* ***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.

(i) *Trusts:*

 Mt Roskill Early Childhood Centre Trust –Mr Grant Power, Mr Don McKenzie, Ms Marjet Pot will continue until the board election in June.

 Mt Roskill Sports and Recreation Trust – Mr Rob Mason will continue until the board election in June.

 Mt Roskill Charitable Trust – Needs someone to replace Vijay.

 It was agreed that members on each trust would be reviewed at the first meeting of the new board.

 (ii) *Tomorrow’s Schools Review:*

 Ms Pot tabled a letter regarding tomorrow’s school review consultation update. A discussion ensued and it was agreed that it would be up to each member if they wish to participate bearing in mind that the consultation closes on April 7. Mr Watson will bring main points to discuss at the next board meeting.

 (iii) *Governance Manual:*

Ms Pot spoke to the governance manual about the members’ commitment to the board.

 (iv) *Board Elections 2019:*

 The date for the 2019 BOT elections is Friday 21 June 2019. There will be advertisements informing the school community of important election dates.

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(R Mason)* ***THAT THE BOARD OF TRUSTEES ELECTIONS BE HELD ON FRIDAY 21 JUNE 2019 (CARRIED)***

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(R Mason)* ***THAT THE BOARD APPOINT BEVERLEY WONG AS RETURNING OFFICER FOR THE BOARD OF TRUSTEE ELECTIONS 2019***

 ***(CARRIED)***

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Franklin)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETINGS HELD ON MONDAY 19 AND MONDAY 26 NOVEMBER 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:** (6.55pm) **MOVED** (M Pot) **SECONDED** (J Bingham)

 **Out of Committee:** (8.00pm) **MOVED** (M Pot) **SECONDED** (J Bingham)

6 In committee discussions reported out of committee:

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Bingham)* ***THAT THE BOARD INVITE JANINE TUPAEA TO BE PART OF THE IN-COMMITTEE MEETING TO ASSIST WITH DISCUSSIONS (CARRIED)***

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

 ***REBECCA TINNEY ONE YEAR’S LEAVE STARTING 31 JULY 2019 (CARRIED)***

 **Vouchers**

*December 2018:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(S Voorwinden)* ***THAT THE BOARD APPROVE THE MONTHLY***

 ***PAYMENTS FOR DECEMBER 2018 AMOUNTING TO $323,819.33 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 25 MARCH 2019**