**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 6 MAY 2019**

***(April Meeting)***

At 5.30pm in the Conference Room

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

 **PRESENTATION**

Mrs Tupaea welcomed and introduced Mrs Janette Ryan HOD ESL. Mrs Ryan spoke about her background and outlined what the department are working on as well as the next step.

 Mrs Tupaea thanked Mrs Ryan for her work and an informative presentation.

1 **PRESENT** M POT (Chairperson)

 J TUPAEA (Acting Principal)

 J BINGHAM

 R MASON

 G POWER

 N PATEL

 S VOORWINDEN

 L VICKERY (Staff Trustee)

 **In Attendance**: B WONG (Business Manager 6.20pm – 7.00pm)

 T FOX (Minute Secretary)

 SANJAY

 **Apologies**: D MCKENZIE, M KAUFUSI, G WATSON

 (i) *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 MARCH 2019 BE APPROVED (CARRIED)***

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(S Voorwinden)* ***THAT THE CYCLICAL MAINTENANCE FOR 2018 BE ACCEPTED (CARRIED)***

(iii) *Principal’s Report:*

 The Principal’s report was received.

3 **STUDENT TRUSTEE REPORT**

 There was no report as Mele was away.

4 **STRATEGIC DISCUSSIONS**

(i) *Board Election:*

Ms Pot asked members of their intentions regarding the upcoming election. Five members confirmed that they would seek re-election. Ms Pot advised that the ‘Meet the Candidates’ will be on Thursday 13 June in the Hodge Learning Common at 7.30apm. Postage and leaflets to be left in the main office for the community.

 (ii) *Policy Review:*

 Mrs Bingham reported Karen Collins, Janine Tupaea, Marjet Pot and Judith Bingham met with John Wilkinson to review the schools operational policies. John and Karen will be following up on this work.

 The next meeting of the board policy subcommittee will be on Monday 13 May to continue working on the board policies including a Concerns and Complaints policy.

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii)*Minutes:*

 March minutes will be approved at the next board meeting.

***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:** (6.20pm) **MOVED** (M Pot) **SECONDED** (J Bingham)

 **Out of Committee:** (7.00pm) **MOVED** (M Pot) **SECONDED** (J Bingham)

 **Into Committee:** (7.45pm) **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:

 *Rex Thompson– request for leave*

***IT WAS MOVED*** *(J Tupaea)* ***SECONDED*** *(L Vickery)* ***THAT THE BOARD OF TRUSTEES GRANT REX THOMPSON ONE YEAR’S LEAVE STARTING 21 JULY 2019 (CARRIED)***

 *Don McKenzie– request for leave for April’s board meeting*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(R Mason)* ***THAT THE BOARD OF TRUSTEES APPROVE DON MCKENZIE’S LEAVE REQUEST FOR APRIL’S BOARD MEETING (CARRIED)***

 ***KHYLEE QUINCE HAS RESIGNED FROM THE BOARD OF TRUSTEES (CARRIED)***

 **Vouchers**

*March 2019*

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

 ***PAYMENTS FOR MARCH 2019 AMOUNTING TO $835,253.09 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 27 MAY 2019**