**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 1 APRIL 2019**

***(March Meeting)***

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone to the meeting, asked Ms Quince to say a karakia to acknowledge the event in Christchurch, then declared the meeting open at 5.30pm.

 **PRESENTATION**

Mr Rowan Johanson, Deputy Principal outlined the consultation process undertaken to review the way in which the school approaches the teaching of learning capabilities and the use of form time. Mr Johanson described the consultation process which would lead to possible models for discussion during term 2.

 Mr Watson congratulated Mr Johanson for structuring the process well and an informative presentation.

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 J TUPAEA (Associate Principal)

 J BINGHAM

 R MASON

 K QUINCE

 G POWER

 N PATEL

 S VOORWINDEN

 L VICKERY (Staff Trustee)

 M KAUFUSI (Student Trustee)

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

 T FOX (Minute Secretary)

 **Apologies**: D MCKENZIE

 (i) *Conflict Of Interest:*

 Conflict of interest register circulated.

2 **MONITORING**

(i) *Business Manager’s Report:*

 The Business Manager’s report was received.

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(G Power)* ***THAT THE BOARD AGREED TO KEEP THE FEES FOR INTERNATIONAL STUDENTS THE SAME AT $14,50O, INCREASE ADMINISTRATION FEE FROM $375 TO $500, INCREASE HOMESTAY FROM $260 - $275, REDUCE MEDICAL PREMIUM FEE FOR NEW STUDENTS FROM $590 TO $490 PER YEAR, ADD A BANK FEE OF $25 AND KEEP THE SHORT-TERM GROUP FEE THE SAME FOR 2020 (CARRIED)***

 (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 FEBRUARY 2019 BE APPROVED (CARRIED)***

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Bingham)* ***THAT THE DEPRECIATION RATES FOR 2019 BE ACCEPTED (CARRIED)***

(iii) *Principal’s Report:*

 The Principal’s report was received.

3 **STUDENT TRUSTEE REPORT**

 Mele spoke to her report.

4 **STRATEGIC DISCUSSIONS**

 *Delegations to Principal*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(L Vickery)* ***THAT THE BOARD DELEGATE THE FOLLOWING TO JANINE TUPAEA AS ACTING PRINCIAL: (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.

1. 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.

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

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii) *Thank you*

 Ms Pot thanked Mr Watson for his leadership, SLT team and the whole staff for the outstanding way the school handled the events in Christchurch through support and leadership of staff and students..

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(N Patel)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON MONDAY 25 FEBRUARY 2019 BE ACCEPTED AS TRUE AND ACCURATE RECORDS OF THE PROCEEDINGS (CARRIED)***

(iv) *Evaluation of Meeting:*

 A discussion ensued and it was agreed that there are options that the board could explore to ensure that discussions are robust and all members feel valued.

***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:** (6.00pm) **MOVED** (M Pot) **SECONDED** (J Bingham)

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

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

 **Out of Committee:** (8.45pm) **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)***

 *Sarah Rankin– extension of maternity leave*

***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(L Vickery)* ***THAT THE BOARD OF TRUSTEES GRANT SARAH RANKIN AN EXTENSION FOR ANOTHER YEAR OF MATERNITY LEAVE STARTING 17 JUNE 2019 (CARRIED)***

*Resignation of Jo Franklin from the Board of Trustees*

 ***IT WAS MOVED*** *(R Mason)* ***SECONDED*** *(G Power)* ***THAT THE BOARD ACCEPT JO FRANKLIN’S RESIGNATION FROM THE BOARD (CARRIED)***

 **Vouchers**

*November 2018:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Bingham)* ***THAT THE BOARD APPROVE THE MONTHLY***

 ***PAYMENTS FOR NOVEMBER 2018 AMOUNTING TO $534,320.44 (CARRIED)***

*February 2019*

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

 ***PAYMENTS FOR FEBRUARY 2019 AMOUNTING TO $626,662.87 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 6 MAY 2019**