**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 27 MAY 2019**

At 5.30pm in the Conference Room

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

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**: T FOX (Minute Secretary)

 T CHAN

 **Apologies**: B WONG, M KAUFUSI, G WATSON

 (i) *Conflict Of Interest:*

 Conflict of interest register circulated.

2 **MONITORING**

(i) *Business Manager’s Report:*

 Mrs Tupaea spoke about the Business Manager’s report due to the Business Manager being absent.

 (ii) *Finance:*

As the Business Manager was away this was deferred to the next meeting.

(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:*

Mrs Tupaea updated the board regarding the progress of the board election saying that the advertisement was in the Central Leader, nomination forms for both parents and staff have been sent out and ‘Meet the Candidates’ evening will be included in the school newsletter.

 (ii) *Policy Review:*

 The next meeting of the board policy subcommittee will be on Monday 10 June to continue working on the board policies.

 (iii) *Workplan Update:*

 Ms Pot said that the board workplan needs updating to include reporting on concerns and complaints twice a year in March and October.

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Bingham)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETINGS HELD ON MONDAY 29 MARCH AND MONDAY 6 MAY 2019 BE ACCEPTED AS TRUE AND ACCURATE RECORDS OF THE PROCEEDINGS (CARRIED)***

(iii) *Evaluation of Meeting:*

 A discussion ensued and it was agreed that the board was happy with discussions regarding impact on teaching and learning in our decision making

***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:** (6.05pm) **MOVED** (M Pot) **SECONDED** (J Bingham)

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

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 24 JUNE 2019**